



## GUIDELINES FOR INDIVIDUAL LEARNING PROJECT

An APPLICATION FOR INDIVIDUAL LEARNING PROJECT is on the reverse of these guidelines which should be read carefully and consulted as needed during the course of the project. ILP applications are available from the Registrar's Office.

### A. GOALS OF INDIVIDUAL LEARNING PROJECT:

- To provide students opportunities not available in their published curricula;
- To foster self-education capacities and to encourage the assumption of imaginative and resourceful responsibility;
- To recognize successful study of unavailable or nontraditional but academically valid intellectual concerns.

### B. DEFINITION OF KINDS OF INDIVIDUAL LEARNING PROJECTS:

**INDEPENDENT STUDIES** – Projects planned independently and contracted for by a student with a Faculty Moderator entailing a minimum of three meetings between the two during the term.

**INDIVIDUALLY STUDIED COURSES** – Students may wish to fulfill requirements of a course by studying on their own because of circumstances which prevent attendance at classes. Requests for this ILP option are made through the course instructor with approval of the chair of the department.

### C. RESTRICTIONS AND ELIGIBILITY:

The following are not eligible for credit through Individual Learning Projects:

- A core curriculum requirement unless approved by the Academic Dean
- A requirement in a major, unless approved by the department chair
- A requirement for certification (e.g., teaching) if CSB-SJU provide courses by which such certification requirements may be met
- Courses available in the curriculum (i.e., published in the Official Class Schedule), unless approved by the department chair.

The following guidelines govern eligibility for registration for ILP:

- First-year students may not register for an Individual Learning Project
- A student is eligible to carry up to four credits of ILP per term. A total of 16 credits of ILP may be applied to graduation except where the Academic Dean approves a greater amount. As a rule, a credit hour is equivalent to 20-30 clock hours of study by the student; thus, a four credit ILP would show evidence that some 100-120 hours of effort would be expended toward its fulfillment.
- Lower Division ILP courses will be registered for under the course number 271, meaning first or second course in this subject.
- Upper Division work will be registered for under the course number 371 if the student has completed twelve or more credits (normally three courses) in the subject by the end of the ILP semester.

### D. APPLICATION PROCEDURES:

- Before completing the Application, discuss the proposal with the potential faculty moderator. With their assistance, supply the following information:

**PROGRAM CONTENT** – Include material to be studied, scope of the study, resource material to be used (books, laboratory, field research or experience). A tentative bibliography is helpful for planning and for assessing feasibility

**PROCEDURE** – Include description of the way the study will be done. Also include the number of times student and faculty moderator will meet.

**BASIS OF EVALUATION** – Explain specific means by which both the *amount* and *quality* of work in the project will be assessed. Some possible methods include examinations, interviews, assessment of written work, evaluation of creative accomplishments or laboratory work. Indicate type of grade plan sought: *A-F* or *S-U*

- The completed application should be regarded as a *summary* of a more detailed plan. This detailed plan, to be retained by the moderator, cites learning goals, problems to be studied, methods to be used, a full bibliography and criteria for evaluation to be employed. The detailed plan should show clearly the responsibilities for the project of both the student and the moderator.
- The ILP Application Form, after approval by the moderator, *must* also be approved by the chair of the department in which credit is sought.
- The completed, approved application for ILP should be turned in at the Registrar's Office at the beginning of the term in which the study is to occur. Deadlines for registration of an ILP are as follows:

**4 credit ILP by the 4<sup>th</sup> class day of the semester**  
**3 credit ILP by the start of B Mod**  
**2 credit ILP by the start of C Mod**  
**1 credit ILP by the start of D Mod**