INDEPENDENT STUDY PROJECT FORM
Department of Architecture

Semester: ❑ Summer 2018 (18SU) ❑ Fall 2017 (18FA) ❑ IAP 2018 (18IAP) ❑ Spring 2018 (18SP)

STUDENT NAME: ______________________ MIT ID # ______________________

Course IV Other (note #) E-Mail address ______________________

Graduate: ______________________ Undergraduate: ______________________

Pass/Fail OR graded # of units ______________________
[type of grading — P/F or normal grading — units must be noted or a subject number cannot be assigned.]

Subject Number: [to be filled in by Department administrator] ______________________

Subject Name: Independent Study in ______________________

Project Proposal: [Description of project including scheduled meeting dates with supervisor and timeline for completion]

Project Supervisor Name: ______________________
(Please Print)

Project Supervisor signature: ______________________

Date: ______________________

This form must be completed and signed by a Course 4 instructor/supervisor before a subject number will be assigned.

RETURN THIS FORM to Architecture Headquarters in 7-337 no later than ADD DATE. A copy will be sent to the Project Supervisor at the end of the term when grades are due. Subject must be added to your registration using the online ADD/DROP form. Instructions on next page (or reverse side if hard copy).
INSTRUCTIONS FOR COMPLETING INDEPENDENT STUDY PROJECT FORM

Steps:

1. A student interested in independent study in the Department of Architecture must secure the supervision of a Department of Architecture faculty member (*).

2. After completing the form ** on the reverse side of this page, have your supervising faculty member sign the form. Bring or send the signed form to Department headquarters in 7-337 (Tonya Miller or Renée Caso).

3. A staff person in Department headquarters will assign an Architecture subject number (either while you wait or via email). **Important note:** please do not register under what you think the number is; there are different numbers for each discipline area and then further broken down by graduate/undergraduate).

4. Register for the assigned subject number.

* (Note: Course 4 students who wish to do independent study with a faculty member in a different department, must secure a subject number from that Department with which to register).

Proposal

The student should submit a proposal to the project supervisor that includes:

- A statement of the intellectual goal of the project.
- An explanation of the relation of the proposed endeavor to the student's overall educational goal.
- A plan for approaching the intellectual problem
- A statement of the expected deliverables and their evaluation
- A statement of the amount of time to be expended in the effort (a timetable of deliverables)

** Misc. Form Details

- All fields must be completed.
- The grading system, grade or pass/fail, is determined in consultation with your supervisor.
- Credit units to be earned, based on the duration and effort to be expended and to be determined by the supervisor (generally 6, 9 or 12).

IMPORTANT: The subject can be added to your registration form by the Registration deadline, otherwise it must be added via the online Add/Drop form prior to Add Date.

updated 9/19/2017