INDEPENDENT STUDY PROJECT FORM
Department of Architecture

Semester:  
- Summer 2017 (17SU)
- 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 purpose of the activity
- An explanation of the relation of the proposed endeavor to the student's overall educational experience
- A plan for approaching the intellectual problem
- A discussion of the expected result and its 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 (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.