MEMORANDUM

To: ECE Graduate and Undergraduate Students
From: Professor C. V. Hollot, Department Head
Subject: Independent Study Courses

Independent Study courses (ECE 296, 396, 496) are intended to supplement our regular course offerings by providing faculty-supervised programs of individual study on topics not available through the regular curriculum.

The following conditions apply to these courses:
- Restricted to students with superior academic records
- Signed approval of the student’s advisor, the instructor and the Department Head are required
- Graduate students must have the recommendation of the Graduate Program Director
- 1 to 3 credits for each course, may be requested, depending upon the effort involved.

Students seeking credit for an independent study course must clearly demonstrate that:
- the effort involved is equivalent to that for a regularly-scheduled course for the same number of credits
- there will be periodic scheduled meetings with the instructor
- there is an agreed upon plan for assigning a final grade.

To enroll in an independent study course, you must:
- Secure your advisor’s approval of the course as a part of your study plan
- Meet with the prospective instructor to define the course objectives
- Complete an Independent Study Course Plan
  Attach a detailed course outline (should be about 1-2 pages in length) to that Plan, including but not limited to the following:
  1. Short course title
  2. Objectives of course (one paragraph)
  3. Approach to be used (one to three paragraphs)
  4. Specific accomplishments expected (list the specific expected accomplishments of the study)
  5. Specific deliverables of the course (interim reports, final reports, literature summaries, experimental techniques, etc.)
  6. Literature to be used
  7. Milestones of the course (you should have a progress meeting with your instructor at least once every two weeks). List the meeting dates, the key dates (including deadlines for reports, etc.)
  8. Specific plan for assignment of final grade. This should be worked out with the instructor and made very clear, e.g., 25% for overall perception of effort; 35% for interim report and 40% for final report.

Grading:
- ONLY the ECE Department Head can post Independent Study grades
- Instructors must submit grades to the ECE Department Head along with a copy of the Independent Study Final Report at least one week before the deadline for posting grades for that semester. No grades will be posted unless the final report has been received.

The Independent Study Course Plan must be approved by your advisor, the course instructor, (recommended by the Graduate Program Director for graduate students) and approved by the Department Head. This plan must be filed at the beginning of the semester, prior to the beginning of the course (and no later than the ADD/DROP deadline date for that semester).

NOTE: Requests for “post facto” independent study credits will be denied.
UNIVERSITY OF MASSACHUSETTS AMHERST  
DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING (ECE)  

INDEPENDENT STUDY COURSE PLAN FORM  

Name: ____________________________  Student ID#: ____________________________  
Course No.: ___________  Schedule No. ___________  Semester: ______  Year: ______  
Credits (circle one):  1  2  3  
Degree Program (check one):  ___ B.S.  ___ M.S.  ___ Ph.D.  ___ NON-Degree  
Instructor’s Name: ____________________________  
Faculty Advisor’s Name: ____________________________  

Requirements for Detailed Course Outline (Attach 1-2 page detailed course outline):  

1. Short course title  
2. Objective of course (one paragraph)  
3. Approach to be used (one to three paragraphs)  
4. Specific accomplishments expected  
5. Specific deliverables of the course, including interim reports, final report, literature summaries, specific problems to be solved, experimental results, etc.  
6. Reference literature for the course  
7. Course milestones, including dates of progress meetings with instructor (at least once every two weeks), deadlines for interim reports, final report, etc.  
8. Formula for assigning final grade (e.g., 25% - overall effort, 35% - interim report, 40% - final report).  

Required Signatures:  

Advisor’s Signature ____________________________  Date ____________  
Instructor’s Signature ____________________________  Date ____________  
Department Head’s Signature ____________________________  Date ____________  

FOR GRADUATE STUDENTS ONLY:  

[ ] Recommended for Approval  
[ ] Not Recommended for Approval  
Reason: ____________________________  

Graduate Program Director’s Signature ____________________________  Date ____________  

PLEASE RETURN ORIGINAL TO THE ECE UNDERGRADUATE PROGRAMS OFFICE, 203 MARCUS, BEFORE THE END OF THE ADD/DROP PERIOD.  

Copies to:  Course Instructor, Faculty Advisor, Student  
Original to:  Student file  

Rev. March 3, 2014