

**University of Massachusetts  
College of Engineering  
Department of Electrical and Computer Engineering**

**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 6 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.**

