

For Staff Use Only: Class Number _____ Section Number _____ Staff Initials _____

University of Wisconsin-Green Bay PROPOSAL FORM for:

Note: This is a 3-ply form. Do not use a felt-tip pen to fill out. Use ballpoint, press down firmly, and print clearly.

INDEPENDENT STUDY; INTERNSHIP; HONORS; PROJECTS/RESEARCH

(Last Name) (First Name) (Initial) (Campus ID Number)

Course Number _____ Term/Year Taken _____ STD CUM G.P.A.: _____

Credits: _____ (1-4 for 298-498), generally (3-12 for 497), or (1-6 for 797), (1-3 for 798), (3 for 484), (3 for 478)
(3 for 796), (3 for 495), (3 for 490), (1-6 for 496)

UW-Green Bay Instructor: _____

Internship Field Supervisor: _____

Internship Company _____

(Company Name)

(Address)

(Phone)

(Email)

Course Title on Transcript: (30 characters or less) _____

Special Course Fee: \$ _____

INDEPENDENT STUDY COURSE / INTERNSHIP PLAN / HONORS COURSE

A. Syllabus, including objectives, reading list, and week-by-week outline of contents. In addition, for internships, include location, hours scheduled, beginning and ending dates, responsibilities, and monetary compensation you will receive, if any.

B. Course requirements (papers, examinations, methods of evaluation, etc.):

C. Projected meeting schedule for discussion of progress:

D. Responsibilities of the sponsoring organization, if an internship:

Student's signature: _____

Internship field supervisor's signature: _____

UW-Green Bay faculty member's signature: _____

Date

Faculty member's budgetary chair's signature: _____

(Assoc. Dean of Graduate Studies signature required for Graduate Level 797/798)

Date

**Please read
the reverse
side carefully.**

COPIES: STUDENT (yellow), REGISTRAR (white), INSTRUCTOR (pink)

UNDERGRADUATE INDEPENDENT STUDY (XXXXXX-298, 498)

Students may receive credit for independent study, under the course number 298 for lower-level work or 498 for upper-level work. Enrollment may be for one to four credits per course.

To arrange for an independent study, a student should find an instructor who will support the study. The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives. The proposal must be described on a form available for this purpose. The written proposal, approved by the instructor, must be filed in the Office of the Registrar at the time of registration.

Independent Study courses are subject to these limitations:

1. Independent studies cannot duplicate a regular UW-Green Bay course; independent study is intended to expand the curriculum.
2. A freshman or sophomore must have a minimum cumulative grade point average of 2.5 and a junior or senior must have a minimum 2.0 to do independent study.
3. Independent study cannot be elected on audit or P-NC basis.
4. Independent study may be taken only with a regular member of the UW-Green Bay faculty or academic staff.

GRADUATE INDEPENDENT STUDY (XXXXXX-798)

Independent study may be undertaken in the form of reading and research completed under the supervision of a member of the graduate faculty. This type of study should be undertaken only when appropriate for an individual program. Appropriate forms for permission to enroll may be obtained from the Registrar or Graduate Office. To arrange for an independent study, the student must prepare a proposal that includes a statement of objectives, a list of readings and/or projects that are to be completed, and a statement of how the work is to be evaluated and graded. The proposal is to be filed in the Office of the Registrar at the time of registration.

Graduate independent study is not available to graduate special (GSPL) students except in the Ed & Hud (Education) area of studies.

INTERSHIPS (XXXXXX-497, 797)

Students interested in earning credit for working and learning on campus or with businesses and organizations in the community may wish to enroll for internship credit. Undergraduate enrollment may be from three to twelve credits per course and graduate enrollment from one to six credits. To enroll for an internship a student must complete the UW-Green Bay budgetary chairperson. This written proposal must be submitted to the Office of the Registrar at the time of registration.

The prerequisite for an undergraduate internship is junior standing for most departments. Please check for additional prerequisites and credit limitations under the course listings in the Schedule of Classes.

HONORS IN THE MAJOR (XXXXXX-478)

Honors in the major is different from all-university honors. Rather than a required, cumulative grade point average, the grade point average is calculated on courses required for the major only and there is no residence requirement as with all-university honors. Honors in the major is designed to recognize student excellence within interdisciplinary and disciplinary academic programs.

An honors in the major project may satisfy the requirements for summa cum laude honors as described in the UW-Green Bay undergraduate catalog.

Eligibility requirements for honors in the major are:

- minimum grade point average of 3.50 for all courses required for the major, as indicated on the degree audit;
- minimum grade point average of 3.75 for all upper-level courses required for the major, as indicated on the degree audit;
- successful completion of an honors in the major project (478 course number).

The honors in the major project should be planned during the junior year. Students should enroll for honors study during the first semester of registration with senior standing (84 or more degree credits) to ensure adequate time to complete it by graduation. Students should consult with sponsoring faculty during the junior year to determine possible special needs for library resources, equipment, and supplies of field research.

Regular semester/session add and drop deadlines apply; no P-NC grading is permitted.

REGULAR SEMESTER ADD AND DROP DEADLINES APPLY