

# Instructions Syllabus for Proposed Independent Study

[You may want to confer with your faculty sponsor to confirm their sponsorship and to finalize the details of your independent study before completing the form, or you have the option of just completing the form and submitting your proposal for review and update. In either case, the online syllabus form must be submitted to the faculty sponsor by e-mail.]

Fill out all sections of the "Syllabus for Proposed Independent Study" form, then e-mail the form to the faculty member you want to be your faculty sponsor (this must be an assistant, associate, or full professor; not a teaching assistant, adjunct instructor, or staff member). Ask the faculty member (A) to be your sponsor, (B) to evaluate your proposal, (C) to make any necessary changes to numbers 1, 5, 7, & 8 on the form, then (D) to e-sign and date the form and return it to you by a certain date. (Be sure to state the date you would like the form returned to you by so that you have enough time to turn the form into the department for registration before drop/add ends. Follow up when necessary.)

[Graduate students must also forward the faculty-signed form to Sarah Elder, the Director of Graduate Studies, at [selder@buffalo.edu](mailto:selder@buffalo.edu) for her approval and signature before submitting form to the department for registration. At the end of the semester, they are also required to submit a Description of Independent Study or Directed Reading form.]

When you have received the signed form, both Undergraduate and Graduate students should submit the form to the Academic Advisor, Brad Hendricks, [bhendric@buffalo.edu](mailto:bhendric@buffalo.edu) and he will make sure you are registered for the Independent Study. Students are unable to register themselves for these courses. The University will bill you for the tuition and fees associated with the number of credits you are registered for.

**DEPARTMENT OF MEDIA STUDY (DMS)**

**APPROVED: (sign below)**

**SYLLABUS FOR PROPOSED INDEPENDENT STUDY**  
(to be used for DMS 499, 598, 599, 600, 627, 700, 702)

Faculty Sponsor \_\_\_\_\_

Director of Grad Study \_\_\_\_\_  
(DMSGrad students only)

STUDENT'S NAME \_\_\_\_\_ PERSON NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

MAJOR \_\_\_\_\_ FRESH \_\_\_\_\_, SOPH \_\_\_\_\_, JUN \_\_\_\_\_, SEN \_\_\_\_\_, NMAT \_\_\_\_\_, MAH \_\_\_\_\_, MFA \_\_\_\_\_, PhD \_\_\_\_\_

**This syllabus forms an agreement between the student and the faculty sponsor (who must be a DMS assistant, associate, or full professor)** concerning the terms for operating the independent study course. It is designed to offer both student and professor an outline of the program that they are undertaking. This form is neither binding nor final as an agreement, although it should support the professor in finding criteria for accepting the proposed course of study and evaluating the student's work. It will also help the student define the terms of his/her commitment to the independent course of study.

**STUDENT INSTRUCTIONS:** Refer to the detailed instruction page. Complete all sections of this form. Submit electronically for required signature(s). E-mail signed form to grad secretary to ensure you are registered by department. You will be billed for the number of credits you are registered for and the associated fees.  
Questions: 716-645-6902.

TITLE OF PROPOSED COURSE: \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_ FACULTY SPONSOR: \_\_\_\_\_

COURSE #: DMS \_\_\_\_\_ # of Credits: \_\_\_\_\_ SEMESTER: FALL\_\_ SPRING\_\_ SUMMER\_\_ YEAR: \_\_\_\_\_

Check one:

STUDENT'S BACKGROUND: \_\_\_\_\_ MINIMAL \_\_\_\_\_ MODERATE \_\_\_\_\_ CONSIDERABLE  
INSTRUCTOR'S GUIDANCE: \_\_\_\_\_ CONSIDERABLE \_\_\_\_\_ MODERATE \_\_\_\_\_ MINIMAL

DESCRIPTION: (Attach extra pages if needed.)

1. What is to be covered, and what specific work is to be done?

2. How will this course differ from the other courses you've already taken?

This work is being done as an independent study course because: (Check one or more)  
It covers advanced work beyond the scope of the regularly offered curriculum.   
It treats a special topic not covered by other courses in the curriculum.   
It provides individual guidance under the instructor's supervision.

**[For MFA & PhD students.]** This Independent Study fulfills a course credit requirement for:

Production  History / Theory / Interpretation  Directed Thesis

3. What is the student's qualification for this independent study, in terms of previous academic work or other experience?

4. If other than 4 credit hours, why?

5. What resources will be used (e.g. DMS production equipment, DMS facilities, library and/or laboratory facilities, bibliography, people)? Please list specific DMS facilities and equipment you will need to use. Attach a bibliography if relevant.

6. Does this course require access to equipment or programs of study that are outside the normal authority of the Instructor to provide (i.e., your own or from other institutions)? Explain.

7. Describe the specific evidence of accomplishment that will be available to the instructor for use in evaluation (e.g. work samples, papers, projects, screenings, installations, conferences, examinations).

8. Schedule of conferences or other activities conducted in connection with this course, and any deadlines.

*Date*

*Activity*