



Independent Study Guidelines and Form

Prior to Submission

- An Independent Study Project (ISP) should **not** cover an area already covered by a class being taught in the same academic year. Independent studies should be original work not otherwise available.
- Your ISP supervisor should be a full-time faculty member. If you wish for a part-time faculty member to supervise your ISP, please note:
 - You must provide a sound pedagogical reason (a unique specialty, area of research, etc) as explanation for the need of a particular part-time faculty member
 - The proposed ISP requires secondary approval from the chair of the department, as well as the Associate Dean of Academic Planning
- You must include a bibliography or reading list when submitting your Independent Study Contract.

Procedures for Submission

When submitting the completed Independent Study Contract for the faculty member's signature, the following information should be included on the form:

- Your name and ID
- Your ISP supervisor's name
- Title of your project
- Your major(s)
- Expected credit amount
- Date of submission
- Word count
- The documents submitted for your Independent Study Contract should also include:
 - Table of contents
 - Bibliography/Reading List
 - Appendices (if applicable)

After compiling the bibliography and any other documents that your supervisor requires, please have your supervisor sign the Independent Study Contract, and submit it to the administrator for the appropriate department, indicated below:

- **History, Literary Studies**
Shaza Elsheshtawy: 80 Fifth Avenue, 5th Floor
- **Culture and Media, Interdisciplinary Science, Jewish Culture, Screen Studies**
Karen Noyes: 65 West 11th Street, Room 350
- **Ethnicity and Race, Gender Studies, Religious Studies**
Sam Morrison: 65 West 11th Street, Room 350
- **The Arts (Arts in Context, Dance, Visual Studies), Contemporary Music, Theater**
James Mallinson: 65 West 11th Street, Room 350
- **Environmental Studies, Global Studies, Urban Studies**
Dechen Alberio, 66 West 12th Street, 9th floor
- **Journalism + Design**
Lindsay Abrams, 65 West 11th Street, Room 350
- **Anthropology, Capitalism Studies, Economics, History, Philosophy, Politics, Psychology, Sociology**
Please contact the chair or director for a signature

If approved, you will receive notification by email with instructions to register, including the CRN for the independent study section listed for your specific faculty supervisor.



CONTRACT FOR INDEPENDENT STUDY/INTERNSHIP/SPECIAL ELECTIVE

TO STUDENTS: You must register during the scheduled registration period for your program. Changes or withdrawals must be completed before the deadlines published in the appropriate catalog. The course must be completed no later than the end of the current semester. Incompletes must be made up in accordance with your division's policy.

New School for Social Research, Milano the New School for Management & Urban Policy, and Media Studies students must have the approval of the department chair or faculty advisor (NSSR) in addition to the approval of the instructor.

STUDENT NAME (please print): _____
LAST FIRST MI

ID#: _____ **DEGREE:** _____ **MAJOR:** _____

TERM: _____ **CREDITS:** _____ **CRN:** _____

TITLE TO APPEAR ON TRANSCRIPT (please print clearly): _____
(PLEASE NOTE: ABBREVIATE AS NECESSARY. TITLE MUST BE NO LONGER THAN 24 CHARACTERS **INCLUDING SPACES**)

BRIEF DESCRIPTION OF PLAN OF STUDY: _____

STUDENT SIGNATURE DATE

APPROVED BY:

Select status of instructor: ☐ PT ☐ FT

INSTRUCTOR SIGNATURE PRINT OR TYPE NAME DEPARTMENT DATE

DEPT CHAIR/FACULTY ADVISOR SIGNATURE PRINT OR TYPE NAME DEPARTMENT DATE