

# Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

EXNS 3101 or PUBH 4199

Independent Study, 3 credits

Undergraduate Course

## Course Description

This course is designed to provide the student with an opportunity to gain or enhance public health knowledge and to explore an area of interest related to public health research or the delivery and/or administration of health services. Independent study projects may not be used as a substitute for an available required or elective course and may not cover substantially the same subject matter that is available in a required or elective course.

## Course Objectives

One or more of the following substantive and process-related objectives may be met:

- Students expand current knowledge in a specific area of interest related to public health;
- Students remediate deficient areas of knowledge, behavior, or skills;
- Students develop or enhance skills in analyzing, synthesizing, and integrating public health-related information or experiences;
- Students develop or enhance skills in project identification, development, management, and/or implementation;
- Students develop or enhance skills in presenting relevant material in oral and/or written formulas;
- Students develop or enhance professional work habits.

## Registration

The student cannot register for this course until the Independent Study Contractual Agreement for Completion form has been completed and approved by the student, faculty advisor, program director, and the Sr. Associate Dean for Academics, Student & Faculty Affairs (or designee).

**The Independent Study must be approved in the semester prior to the independent study taking place.** Students should submit this form and a Registration Transaction Form with their signature to GWSPH Student Records ([GWSPHrecords@gwu.edu](mailto:GWSPHrecords@gwu.edu) or SPH Suite 200) when registration is open for the semester in which the independent study will take place.

## Course Requirements

1. Students discuss their general topic with a faculty member with whom they would like to complete the independent study project and solicit the faculty member's commitment to being the project supervisor.
2. Once the faculty supervisor is identified, the student and faculty supervisor determine the specific project in which the student will be involved. After this discussion, the student will present a typed outline of the project to the faculty supervisor, who must approve the outline. The outline must consist of the following elements:
  - a. Purpose and objectives of the independent study;
  - b. A short description of the project, including a project title;
  - c. A list or description of the components of the project to be completed by the student;
  - d. A timeline for completion of the project;
  - e. A list of the number and approximate dates for meetings between the faculty and student for evaluation and discussion of the project;
  - f. A description of how the student project will be graded, including any

intermediate evaluation/grades that are required.

- i. The faculty supervisor may choose to include additional elements to the independent study outline.
  - ii. This outline and accompanying form serve as the formal contract for the independent study project. The contract and form must be signed by all parties before the project is initiated.
3. Once the outline is completed and the independent study form is signed by the faculty supervisor and the student, the outline and form should be sent to the Program Director, and then to the Associate Dean for Academics & Student Affairs for approval.

### **Grading**

Methods of grading will be specified in the contract with the student and will be determined by the faculty member based on the requirements of the independent study. Letter grades must be used; independent studies may not receive a grade of Pass/Fail. The student must successfully complete all project components agreed in the contract in the timeframe required by the contract. Students and faculty may agree to a project timeline that extends beyond a single semester, if appropriate. Failure to meet any of the terms of the outline can result in a failing grade. Incomplete grading and an In-Progress grade will only be allowed under extenuating circumstance such as personal medical issues or a change that is out of the control of the student that makes the project extremely difficult or impossible to complete in a timely manner.

### **Workload**

Undergraduate Exercise Science **or** Public Health students: This is a 3 credit course that may not be repeated. It is expected that a 3 credit course will require approximately **8 hours** of work by the student for each of the 14 weeks of the semester, for a total of approximately **112.50 hours of work for the semester**. Some of those hours may include direct contact with the Independent Study Instructor and attendance at events or meetings in which the student is required to participate.

### **Academic Integrity**

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. Common examples of academically dishonest behavior include, but are not limited to, the following: cheating; fabrication; plagiarism; falsification and forgery of University academic documents; facilitating academic dishonesty. For the remainder of the code, see <https://studentconduct.gwu.edu/code-academic-integrity>.

### **Support for Students Outside the Classroom**

#### **Disabilities Support Services (DSS)**

Any student who may need an accommodation based on the potential impact of a disability, should contact the Disability Support Services office at 202.994.8250 in the Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to:

<https://disabilitysupport.gwu.edu/>

#### **Mental Health Services- 202-994-5300**

The University's Mental Health Services offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include: crisis and emergency mental health consultations, confidential assessment, counseling services (individual and small group), and referrals.

<https://counselingcenter.gwu.edu/>

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| <b>Milken Institute School<br/>of Public Health</b><br><small>THE GEORGE WASHINGTON UNIVERSITY</small>  |  | <b>SPH Undergraduate Independent Study:<br/>Contractual Agreement for Course<br/>Completion</b> |  |
| <b>Name:</b>  |  | <b>Email:</b>   |  |
| <b>GWID:</b>  |  | <b>Date:</b>  |  |
| <b>Major:</b>   |  | <b>Effective Semester:</b>  |  |
| <b>Select the appropriate course designation for your project:</b>  |  |   |  |
| <input type="checkbox"/> <b>EXNS 3101 – Exercise Science</b>  |  | <input type="checkbox"/> <b>PUBH 4199 – Public Health</b>                                       |  |
| <b>Faculty Supervisor Information</b>   |  |   |  |
| <b>Name:</b>  |  | <b>Department:</b>  |  |
| <b>Email:</b>   |  | <b>Phone:</b>   |  |
| <b>Project Information</b>  |  |   |  |
| <b>Project Title:</b>   |  |   |  |
| <b>Project Due Date:</b>  |  |   |  |
| <b><u>REQUIRED SIGNATURES:</u></b>  |  |   |  |
| I understand that I must satisfactorily meet my objectives and complete all course requirements by the date listed on this form to receive credit for this course. I agree that the project outline attached to this form constitutes my contract with my faculty supervisor and I must meet all requirements listed in the Independent Study Course Description. |  |   |  |
| <b>Student:</b>   |  | <b>Date:</b>  |  |
| I approve this independent study course based on the attached outline.  |  |   |  |
| <b>Faculty Supervisor:</b>  |  | <b>Date:</b>  |  |
| <b>Program Director:</b>  |  | <b>Date:</b>  |  |
| <b>Associate Dean:</b>  |  | <b>Date:</b>  |  |
| <b>For Office Use Only:</b>   |  |   |  |
| <input type="checkbox"/> Request Approved & Processed   |  | <input type="checkbox"/> Student Notified   |  |
| <input type="checkbox"/> Request Denied   |  | <input type="checkbox"/> Advisor(s) Notified  |  |
| <input type="checkbox"/> Request Pending  |  |   |  |

**ATTACH APPROVED PROJECT OUTLINE**