

INDEPENDENT STUDY/PRACTICUM PROPOSAL
Spring 2023

NOTE: For Spring 2023 Registration, this form should be filled out electronically, and emailed to your sponsor for their signature. The form should then be sent to Bethany Sherwood (bsherwood@theater.umass.edu), department administrative assistant, who will enroll you.

Name: _____ SPIRE ID (8 digits) _____

Cell or Home Phone: _____ E-Mail: _____

Primary Major: _____ *Sponsor: _____

***IMPORTANT NOTE: If non-faculty sponsor, a FACULTY sponsor signature is required below.**

Catalog #** _____ Class # _____ Credits: _____
(For example: 298, 396, 796) (five digit SPIRE #)

****Catalog Numbers on second page. Please discuss with your sponsor.**

Date of Independent Study/Practicum: Semester _____ Year _____

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Descriptive Title of Independent Study/Practicum:

What are the goals and objectives of your Independent Study/Practicum?

How will you achieve these goals?

How often will you meet with your sponsor?

How will the Independent Study/Practicum be evaluated (Note: Theater 298 is Pass/Fail only; if you want to give a mandatory pass/fail grade for an undergraduate, use this course number)?

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Student Signature _____ *Date* _____

Faculty Sponsor Signature _____ *Date* _____

SUBMIT COMPLETED FORM TO BETHANY SHERWOOD IN THE MAIN OFFICE, ROOM 112.

Registration completed by: _____ (initials) _____ (date)

If adding this class will put you over 19 credits for the semester, this class cannot be added to your schedule. To request a credit override, please contact the advising office for your primary major.

Theater Majors: Contact CHFA Advising (413-545-6152; advising@hfa.umass.edu), located in South College, Room E-202.

Theater Dept. Independent Study Course Numbers

What follows regards classification of independent study units; all of the below classes can be differentiated with 100, 200, 300, 400 & 500-level numbers, corresponding to 1st, 2nd, 3rd, and 4th year undergraduate work and 5th year combination graduate and undergraduate coursework. Use 600 and 700 level numbers for graduate students. In arranging your classes, practicums, & independent studies, please remember the following:

- **Elective Pass/Fail:** initiated by the student, and does not involve faculty notification; supervising faculty must submit a letter grade for the student (if that letter grade would negatively affect the students GPA a “P” which does not affect GPA is registered; if the letter grade would *improve* the students GPA, the letter grade is *used* by the Registrar instead, regardless of elective P/F.
- **Mandatory Pass/ Fail:** initiated by the faculty at the time the course is set up. The student is aware of the P/F restriction. A course can never be made retroactively MPF.

TH298 and 498 are set up as repeatable **Mandatory Pass/Fail**, 2-6 variable unit courses. These are initiated by students seeking P/F credit for crucially oriented extra class projects. Final grading is given by sponsoring faculty.

TH196, 296, 396, 496, 596, 696, and 796: 1-6 credits, independent study (w/an “H” notation if an honors independent study); typically student-initiated, and can be created by mutual contract with faculty after add/drop, with a late add form; independent study numbers are most always listed on SPIRE*.

TH198, 398, and 598: Practicum experimental courses: these are exactly like the above special topic courses, except that they involve predominately practicum work rather than reading, writing assignments, and written tests. These courses are offered for a letter grade.

*NOTE: If you do not see a course number listed on SPIRE for an independent study course or practicum, see Willow Cohen, our Scheduling Representative, so that she can put through the request to the Registrar’s Office for a Spire class number.

IMPORTANT: You cannot use the same course number for two separate independent study courses. If you are taking more than one independent study course in the same semester, use a different course number for each sponsored project. Example: you could register for TH 396 with one sponsor, and TH 496 with a second sponsor.