

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING

NUR 492 – INDEPENDENT STUDY
PROCEDURE AND FORMS

- A. Independent Study (NUR 492) is designed to permit students to work individually with a faculty member for course credit. The student may work with any faculty member in the School of Nursing. The student should contact the faculty member with whom s/he wishes to work, and discuss with the faculty member the project or topic the student wishes to study. The student should make preliminary contact with the faculty member during the advising/preregistration period for work to be done during the next semester, or no later than the first week of school of the semester for which the student is enrolled in Independent Study.
- B. NUR 492 is a variable credit course, meaning the student may enroll in 1, 2, or 3 semester hours of credit. The student must decide how many hours of credit to enroll in by the end of the drop/add period. The student should consult with the faculty member the student plans to work with to determine the extent of work required for the number of hours to be earned.
- C. To increase the hours of enrollment from 1 to 2 or 3 semester hours: Register for the course through UNCGenie. Return to the menu under “Registration” that begins Select Term, Add/Drop Classes, Look-Up Classes to Add, etc. Go to “Change Class Options.” Follow instruction on this screen to change the hours of enrollment to 2 or 3 semester hours. This can be changed through the end of the drop-add period. After that time, students may drop the course, but not change the hours of enrollment.
- D. The Associate Dean will coordinate NUR 492. This coordination will involve such activities as keeping a complete record of on-going students enrolled in NUR 492; receiving and completing all necessary information for the Registrar; and having on file a copy of the contract proposal for each person enrolled. All grades and other materials for NUR 492 should be forwarded to the Associate Dean’s office.
- E. The student must develop a Contract Proposal (page 1 following this instruction page) for submission to the faculty member working on the Independent Study with the student.
- F. The student must have the NUR 492 Contract Proposal approved for implementation by the end of the second week of the given semester.
- G. An established clinical agency agreement must be on file in the Dean’s office for any clinical agency involved in the study.
- H. Once the requirements of the Independent Study have been met, the faculty member should submit the Faculty Flow sheet (page 2 following this instruction page) to the office of the Associate Dean. After the course grades have been sent to the Registrar, the flow sheet will be placed in the student’s record, and the title of the Independent Study will be posted on the student’s transcript.
- I. For questions, contact Virginia Karb at (336) 334-5282, or via email at Virginia_Karb@uncg.edu.

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

**NUR 492
INDEPENDENT STUDY – CONTRACT PROPOSAL**

Student's Official Name: _____

ID Number: _____

Credits: _____ Semester/Year of Enrollment in Independent Study: _____

[If appropriate, designate clinical contact hours: _____]

[If appropriate, designate clinical contact person: _____]

Title of Independent Study:

Faculty Directing Study:

Objectives: (Attachments may be added if necessary)

Methodology:

Expected Activities:

Evaluation Plan:

Signature of Faculty _____ Date: _____

Signature of Student _____ Date: _____

This form should be signed by the faculty member and student and sent to the Associate Dean's office.
Give a copy of the form to the student.

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

**NUR 492
INDEPENDENT STUDY – FACULTY FLOWSHEET**

Student's Name: _____

ID Number: _____

Faculty Directing Study: _____

Semester/Year of Enrollment in Independent Study: _____

Date of Preliminary Conference: _____

Title of Independent Study: _____

Tentative Approval for Study Given: Yes___ No___

Contract Proposal Form Given to Student: Yes___ No___

Agency Agreement on File: Yes___ No___

Date for Reviewing Contract Proposal: _____

Approval of Proposal: Yes___ No___

List dates for progress as they occur: _____

Date of Final Conference: _____

FINAL GRADE: _____

Signature of Faculty: _____

Date: _____

Signature of Student: _____

Date: _____

This form is to be held by the faculty member and completed throughout the semester. Forward the completed form to the Associate Dean's office before the end of exam week. Following posting of the final grades, the form will be maintained in the student's permanent file.