

**Independent Academic Work (IAW) Course Form**

The Independent Academic Work (IAW) form must be completed and submitted prior to student registration in the course.

If the scope of work requires students to leave campus (either domestically or internationally) as part of the independent academic work, completion of the HSU Release of Liability form is required before the student is allowed to register for this course.

Any IAW course that involves students leaving the United States must follow the study abroad policies. If this study requires travel outside the U.S. contact the International Studies office for appropriate procedures; attach completed International Studies forms before submitting the IAW Course Forms to the Department Office.

The HSU Release of Liability form may be found on the HSU Forms site https://humboldt.edu/forms/node/250

**Student Information:**

Name:[Insert name]

Address:[Street Address, City, State & Zip Code]

HSU ID:[Insert HSU ID]

E-mail: [Insert HSU email address]@humboldt.edu

**Independent Academic Work Agreement**

Instructor:[Insert name]

Department:[Enter your department here]

Semester:[Enter semester/year]

Course: [Enter subject/number]

Class Number:[Enter the class number]

Course Title:[Enter the course title]

Project Title:[Enter the project title]

1. Description: [Describe the project/research to be undertaken, including the goal or outcomes of the course and the scope of work for achieving the goal. Describe the culminating activity, such as a paper or presentation.]
2. Grading Criteria: [Describe the grading criteria]
3. Student Faculty Consultations:[How often and in what form (in-person, e-mail, phone) will the instructor and student be in contact. (A minimum of three student/faculty consultations are expected each semester. Faculty may require more contacts as necessary.)]
4. Total expected hours of student work:   
   Credit Units: [Enter credit units] X 45 hours = [Enter total] Total expected hours of student work. **Note: Each credit hour is expected to entail about 45 hours of student work.**[Enter hours per week] Hours per week for [Enter total number of weeks] weeks  
   Example: 45 hours (1 credit unit) / 3 hours per week = 15 weeks
5. Additional considerations (mark all that apply).

* Requires additional fees
* Involves human subjects and requires IRB approval.
* Involves animal subjects and requires IACUC approval.
* Other If other, describe: [Enter description here]

*Student’s Signature*

*Instructor’s Signature*

**Distribution**: Original to department office

PASSED – Academic Senate – 2/23/2010 (Resolution #19-09/10-AP)

APPROVED – President Richmond – 3/19/2010