

Policy and Procedure Arizona State University		Number SWK 307
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Subject Readings and Conference/Independent Study Classes	Effective 8/18/86	Revised 5/00

PURPOSE: To define expectations of Readings and Conference and Independent Study courses

SOURCE: School of Social Work Faculty Council

APPLICABILITY: All faculty and students, School of Social Work

POLICY: Readings and Conference/Independent Study Classes

- A. A Readings and Conference/Independent Study course is designed to provide an opportunity for the superior senior student or for the graduate student to do an original study of investigation in the major or field of specialization on an individual basis with a minimum of supervision or direction. Faculty time is calculated at 1 hours per week per project.
- B. It is the policy of the School of Social Work, at the Graduate level that a “Readings and Conference Course” or a Independent Research Course; and the Undergraduate level an Independent Study Course be taken to either:
 - 1). Fulfill a requirement under special circumstances for transfer students;
 - 2). Enrich an area of specialization
- C. These courses are not intended to replace required courses in the curriculum to be the means for finishing work in which a grade of “incomplete” was awarded.
- D. In accordance with the classification used by the University and the Graduate College, the School of Social Work will use the following numbers and definitions:
 - 1). SWU 499 Individualized Study (BSW):

Independent study in which a student meets regularly with a faculty member to discuss assignments. The course may include such assignments as intense reading in a specialized area, writing synthesis of literature on a specialized topic, writing literature review on a topic.

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2). SWG 590/690 Readings and Conferences (MSW):

Independent study in which a student meets regularly with a faculty member to discuss assignments. The course may include such assignments as intense reading in a specialized area, writing synthesis of literature on a specialized topic, writing literature review on a topic.

3). SWG 592/692 Research (MSW):

Independent study in which a student, under supervision of a faculty member conducts research that is expected to lead to a specific project such as a report or publication. Assignments might include data collection, experimental work, data analysis, or preparation or a manuscript.

E. These courses may be arranged for from 1-3 credit hours. In registering for one of these courses, the following should be applied: each one hour of credit is equivalent to three hours of work per week. No student may apply more than 6 credit hours of these courses toward the BSW or MSW degree.