

# AAS Independent Study Guidelines

📄 Please sign and submit one copy to the AAS office in 108 Minor Hall or to the Undergraduate Administrator at [woodson@virginia.edu](mailto:woodson@virginia.edu). Retain one copy each for student and faculty project supervisor.

AAS Independent Study Courses (AAS 4993) are student-driven. They entail approximately the same amount of reading and writing that an upper-level seminar would require (1000-2000 pages of reading). Most students carry out an academic research project, which involves writing and submitting a 20-page research paper. However, students may alternatively propose a creative research project, an applied research project, or a design-based research project with the approval of a faculty supervisor<sup>1</sup>. Students should decide on their own topic and then approach an appropriate faculty member to request that s/he direct the independent study. Faculty who supervise AAS 4993 must be either AAS core or affiliate faculty.

- x Students are strongly encouraged to obtain approval of the supervising professor **prior** to the semester when the independent study will begin. The student should obtain the supervisor's signature on this form and submit it to Minor 108 directly or to the undergraduate administrator via email at [woodson@virginia.edu](mailto:woodson@virginia.edu).
  
- x **A student must have earned a 3.0 overall GPA in order to qualify to enroll in an independent study.** If a student does not have a 3.0, s/he may petition the AAS Curriculum Committee to enroll, after having obtained the approval from a faculty supervisor. The [petition form](#) is available on the Carter G. Woodson website. Approval is not guaranteed.
  
- x **Only one independent study can count toward the AAS major or minor and it will count as an elective course. No independent study can fill a distribution requirement for the major. AAS 4993 can not fill the 4000-level seminar requirement.**

## REQUIREMENTS FOR AAS 4993

- 1) A minimum of 8 in-person or remote meetings between student and faculty supervisor
- 2) A written schedule
- 3) A written paper/project topic
- 4) \* A written annotated bibliography
- 5) \* A written outline
- 6) \* A 20-page (minimum) paper

\* Requirements #4-6 are required of students carrying out an *academic research project*. Students who choose a creative, applied or design-based research project are charged with creating their own equivalent requirements in consultation with their faculty supervisor).

<sup>1</sup> These different types of research projects are described in the document, [Defining Undergraduate Research](#) (Office of the Vice Provost for Academic Programs), which can be found on the Carter G. Woodson Website



After agreeing to supervise the student in the AAS 4993 course, the student and faculty **member should create a written time-table for meetings**. In this same document, the instructor and the student should establish clear deadlines for submission of the items listed below:

1. Within the first week of classes, the student should submit a description of the **paper topic**, in writing, to the supervisor.
2. The student should submit **an annotated bibliography** based on a wide range of readings that will provide background for the paper. The number of entries and the format should be discussed with the supervisor in advance.
3. The student should submit **an outline** of the paper that includes the main thesis and supporting evidence by a deadline determined by the supervisor.
4. The student should submit a **draft** of the paper by a deadline determined by the supervisor, including references. The draft should represent the student's best work at that point; it should not be half-done.
5. After making revisions based on the professor's comments, the student should submit a **final draft** by the deadline set by the faculty member.

\* Students engaging in creative, applied or design-based research projects should craft an appropriate list of requirements along with their faculty supervisor.

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**\* You must submit a copy of this signed form to Minor 108 by the CLAS Course Add Deadline.**

I have reviewed these guidelines and I agree to abide by the rules set forth here. I have also reviewed copies of the following document, which can be found on the Carter G. Woodson website:

[Defining Undergraduate Research](#), by the Office of the Vice Provost for Academic Programs

**SIGNATURE** \_\_\_\_\_

(student)

**SIGNATURE** \_\_\_\_\_

(faculty)

**NAME OF PROJECT** \_\_\_\_\_