

**Department of Mass Media
Nelson Hall 136
Minnesota State University
Mankato, MN 56001**

POLICIES AND PROCEDURES 499 – INDIVIDUAL STUDY

The purpose of MASS 499 (Individual Study) is to enable students to pursue individual study, research and writing independent of their classroom courses in Mass media and of their internship. Its purpose is to encourage individual scholarship, largely of a self-directed nature. It is not, therefore, a practicum course.

A student may not use or take MASS 499 (Individual Study) in substitution for any courses offered by the Department of Mass Media. The subject matter of the individual study, however, must be germane to the academic program of the department.

The individual study can be taken only under the direct supervision of a member of the full-time department faculty. The work of the individual study must be done in the semester for which it is contracted.

Students may contract for individual study with one faculty member for no more than two (2) credit hours in a single semester.

The contract for individual study must be presented to the faculty member and be approved and signed by that person before the student may register for MASS 499. The contract also must be approved by the department chairperson before permission is granted and entered into the electronic permission system for the student.

Students who wish to enroll in MASS 499 should contact a full-time faculty member well in advance of a given semester or summer session so that they can discuss their plans for the individual study. Initiative for undertaking a study, selecting a topic, and developing a study plan rests with the student. Although faculty members may suggest topics from time to time, the study should be one that stems from the student's own interest in and desire for vigorous scholarly study.

Students who undertake an individual study for two (2) credit hours are expected to devote a total of 30 hours throughout one semester to the study. The time includes planning, research, reading, analysis, conferences with the faculty supervisor and writing. The minimum required length of the paper presented for individual study is 15 double-spaced typewritten pages. Studies and papers for one credit hour are scaled downward by one-half in terms of hours worked and pages of copy generated (i.e., 15 hours and 7-1/2 pages). The page requirements refer to the paper's 12-point, double-spaced text; cover pages, reference lists and other non-textual material will require additional pages.

The format, organization and construction of the written presentation must be arranged by the student with the faculty supervisor to the latter's satisfaction. Deadlines for conferences with faculty and for the completion of the individual study may be extended at the discretion of the faculty supervisor.

Attachment: Contract form for Individual Study course (MASS 499, 1-2 credits)

Department of Mass Media

