

Department of Epidemiology and Biostatistics

Undergraduate Independent Study (EPIB 399) Contract

Student Full Name: _____ UID: _____

Student E-mail Address: _____ Independent Study Date (Semester/Year): _____

Number of Credits: _____ Number of Cumulative Credits to Date: _____

EPIB Faculty Sponsor: _____

Course and Section Number (obtained from EPIB faculty member): _____

Terms of Independent Study:

- Deadline for submission: The completed and signed contract must be submitted to Dr. Brit Saksvig, EPIB Director of Graduate Studies and your home department's Undergraduate Coordinator **BEFORE** the first day of classes on the start of the semester in which the independent study is to be done.
- The University of Maryland expects 45 hours of work for each credit hour (135 total hours for a 3 credit course).
- Check with your home department to determine how many credits are necessary to count toward an elective course (usually 3 credits).
- Students are responsible for ensuring that deadlines are met.

On a separate page (attached to the contract), please include detailed answers (approximately 1 paragraph each) to answer the following questions:

1. What is the nature of the independent study?
2. How does the independent study relate to your interest in epidemiology or biostatistics?
3. What are the deliverables you required by your EPIB faculty sponsor?
4. What is the timetable for the deliverables?
5. What types of meetings will be scheduled with your EPIB faculty sponsor and with what frequency?
6. What will be your weekly schedule?

Student, Signature/Date

EPIB Faculty Sponsor, Signature/Date

Home Department's Undergraduate Coordinator, Signature/Date

EPIB Director of Graduate Studies, Signature/Date

Epidemiology and Biostatistics Independent Study (EPIB399)

The EPIB undergraduate independent study is an opportunity for undergraduates from other departments in the SPH or the university to work with an Epidemiology and Biostatistics faculty member on research or special projects that are based out of EPIB.

During the EPIB 399 Independent Study experience, students will:

- engage in the research process;
- develop basic skills in epidemiologic and biostatistical research methods; and
- integrate previous coursework to apply knowledge to a specific epidemiologic or biostatistical research project.

Undergraduate students who are interested in doing an independent study with an EPIB faculty should follow these steps:

1. Determine a topic you are interested in learning more about, or determine if there are existing epidemiologic or biostatistics research projects in the department. Approach the EPIB faculty member who you think may be a good fit to work with you on the independent study. It is the student's responsibility to find and approach a faculty member who will agree to work with you. Key items to discuss are the type of work you would do with them, how many hours per week you would work with them, and what deliverables you'd produce and the dates they would be due.
2. Once you have secured an EPIB faculty person to work with on the Independent Study, go to the EPIB website and complete the EPIB 399 Undergraduate Independent Study Contract. The contract can be found by going to [*website under development*]. Both the student and the EPIB faculty person must sign off on the form.
3. Once you have the form signed by the faculty member you must present the EPIB 399 Independent Study Contract to your home department's Undergraduate Coordinator for their approval and signature. The final signature of approval is from the EPIB Director of Graduate Studies.
4. Submit the original copy of the application to the EPIB Director of Graduate Studies. Copies of the contract should go to your home department's Undergraduate Coordinator and your EPIB faculty supervisor.
5. If approved, you will be cleared to register for the course (EPIB 399).
6. **The completed and signed Independent Study Contract MUST be submitted to the EPIB Director of Graduate Studies prior to the first day of class in the semester in which the independent study is to be done.**

Key EPIB 399 Independent Study Items to Remember

1. Over the duration of the semester you should plan to spend 45 hours per Independent Study credit hour. For example, if you'd like your Independent Study to count as 3 credit hours on your transcript, you must spend at least 135 hours on it in a semester. This takes into account the time onsite with your faculty supervisor as well as additional time outside of your "onsite" hours for papers, projects, etc.
2. The Independent Study maybe 1-3 credits, repeatable up to 6 credits. If you will continue the Independent Study into the following semester the scope of work must build upon the work conducted in the previous semester (it cannot be the same work).
3. It is solely your responsibility to find an EPIB faculty member who would be willing to work with you on your Independent Study. Students are not "placed" or "assigned" to a faculty person.
4. Make sure to approach the EPIB faculty member you would like to work with **early on**. Most faculty members require that students approach them the **semester before** the Independent Study is to be completed. *Faculty rarely agree to work with students who wait until the last minute and approach them only a few weeks or days before the semester begins.*
5. Students must have a minimum GPA of 3.0 to complete an Independent Study.
6. Check with your home department to determine the number of credits the Independent Study should be to count as an elective. This is usually 3 credits.