



## Directions for Students Completing the THLEAD 496 Internship Course

### 1. Identify a topic; it's best to have a topic that is:

- Something you really wish to learn about or MUST learn about for your own professional or personal goals or
- Among the current research or teaching or other professional activities of the faculty with whom you want to work or
- An extension of a course in which you are currently enrolled

### 2. Plan a meeting with faculty:

Meet with the faculty with whom you want to work; you MUST have a faculty of record, someone who will oversee and assign a grade for your independent study course. Optimally, you should meet with the faculty in the quarter BEFORE you want to take the independent study. It's best to email faculty for an appointment to discuss your interest. Deadlines are:

- By the first week of the quarter (in which you will enroll in THLTH 499), you must contact the faculty for review and feedback
- By Friday 5 PM the first week of the quarter (in which you will enroll in THLTH 499), you must submit your proposal/form to faculty
- By Wednesday 5 PM, the second week of the quarter (in which you will enroll in the courses), you must have a final proposal/form signed (approved) by faculty AND submitted to the Healthcare Leadership Program office. You will receive an entry code which will allow you to register for the course; you must register for the course to receive credit for the course

### 3. Complete the required form (see the form and examples in the pages following these instructions):

Provide the requested information at the TOP of the form, including

- Your complete name
- The faculty sponsor for this independent study
- The quarter and year in which you plan to register for this course
- Whether you plan to take the course for a grade or credit/no credit
- The number of credits you are requesting for the learning activities

Provide learning objectives or outcomes which

- Are what YOU will have learned by the end of the course
- Use "action words" to describe what you will learn
- Do not include terms such as "understand" or "know" as those terms are difficult to evaluate
- Describe just one outcome or objective per statement
- Should be statements that are observable, measureable and realistic for examples, refer to the course objectives in any of your THLTH or THLEAD course syllabi or refer to the sample form in this document



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- Must be linked to activities you will carry out to meet the objective or outcome (see note below)
- Must be linked to criteria or standards or evidence for evaluation that indicate you have learned what you said you would (see notes below)

List or describe activities designed to accomplish learning objectives or outcomes; activities should

- Consider each of the outcomes you listed
- Describe what you believe you will need to DO in order to achieve that outcome or objective
- be as detailed as possible at this stage of planning
- Be listed for each of the learning outcomes
- Include a statement of how frequently you and the faculty will communicate by email, phone or in person

Provide criteria for evaluation; these statements

- Should reflect all of the learning outcomes or objectives you listed
- Should describe what evidence you will provide that you have met or achieved the learning outcome or objective
- Might list as “evidence” a paper, a set of teaching materials, an annotated bibliography, a DVD, or a statement provided by an expert that you have met or achieved some part of your independent study

#### **4. Submit the required form**

- The form must be approved, signed, and dated by you and by faculty
- You should keep a copy of the form for reference
- You must submit the form to the Healthcare Leadership Program office by Wednesday 5 PM of the second week of the quarter

#### **5. Final steps**

- You should contact faculty and make an appointment near the end of the quarter to discuss your independent study
- It’s best to submit the evidence that you met or achieved the learning outcomes or objectives PRIOR to this meeting, so that your progress can be discussed
- You will receive a copy of the independent study form with the faculty member’s evaluation comments and your final grade



University of Washington Tacoma  
School of Nursing and Healthcare Leadership  
**THLEAD 496 Independent Study Course Summary**

Student's Name\_\_\_\_\_ Faculty Sponsor\_\_\_\_\_ Qtr/Yr\_\_\_\_\_

Course No./Title\_\_\_\_\_ ☐ CR/NC or ☐ Graded # of Credits\_\_\_\_\_

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**Student's objectives:**

**Activities designed to accomplish objectives:**

**Criteria to evaluate achievement of objectives:**

**Plan Approved: Faculty Sponsor/Date\_\_\_\_\_ Student/Date\_\_\_\_\_**

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**Evaluation Comments:**

**Grade Earned\_\_\_\_\_ Copy  
to student's file, 496 file**

**Faculty Signature\_\_\_\_\_**