



Date: Revised April 30, 2015

To: All MSW students interested in completing elective credit in *Readings in Social Work (T SOCW 599)* or *Independent Research in Social Work (T SOCW 590)*  
All BASW students interested in completing elective credit in *Readings in Social Welfare (TSOCWF 409)* or *Research in Social Welfare (TSOCWF 490)*  
All BACJ students interested in completing elective credit in *Readings in Criminal Justice (T CRIM 409)* or *Independent Research in Criminal Justice (T CRIM 490)*

From: Social Work and Criminal Justice Degree Committees

Re: Independent Study Guidelines, Course Descriptions and Instructions for Approval

The T SOCW 590 Independent Research in Social Work, T SOCW 599 Readings in Social Work, TSOCWF 409 Readings in Social Welfare, TSOCWF 490 Research in Social Welfare, T CRIM 409 Readings in Criminal Justice, and T CRIM 490 Independent Research in Criminal Justice course descriptions are provided below. These options should be used when a student wishes to gain greater depth in a particular topic or explore topics that are not included in the formal social work/welfare or criminal justice curriculums.

**Guidelines for Independent Study Proposals:**

Students wishing to pursue independent study credits must submit the Course Summary and Contract Plan **at least 30 days before the start of the quarter** in which they plan to register. Signed and completed Plans should be submitted to the Social Work and Criminal Justice Office (WCG 203) for review by the appropriate Degree Committee.

The purpose of an independent study is to provide an exceptional learning experience not met through regular coursework. Only independent studies that satisfy this purpose will be considered for approval.

It is expected that there will be significant scholarly output/product as a result of the independent study. Toward that end, the following guidelines are provided to assist students and faculty in the development of independent study proposals.

- 1) Each credit of independent study is considered equal to 30 hours of student time/work invested in the independent study. For example, a three credit independent study should require about 90 hours of effort across the quarter. A 5 credit independent study requires about 150 hours of effort in a quarter. This is the same calculation applied to time commitment expected for in-class credit.
- 2) Regular meetings are to take place between the Faculty Sponsor and the Student during the independent study, congruent with the nature of the project. It is expected that, at minimum, 3 meetings will take place during the project.
- 3) Examples of a “significant scholarly product” expected from an independent study might include (but are not limited to) participation in a faculty publication, preparation of a publishable manuscript, student



presentation at a conference, or a lengthy paper or annotated bibliography. The assignments and outcomes should be closely tied to the expected hours of effort dictated by the total number of credits earned.

4) Because part-time lecturers are not compensated for this activity, Faculty Sponsors of independent studies must be fulltime faculty members at UWT unless an exception is granted by appropriate Social Work and Criminal Justice administrative channels. Contact the office for further information.

In the case of T CRIM 409 and T CRIM 490, the faculty member must be part of the Social Work and Criminal Justice faculty with specific expertise in an area of criminal justice. Part-time lecturers wishing to sponsor an independent study should contact the office for guidance prior to submission of the Course Summary and Contract Plan to the appropriate Degree Committee.

### **Independent Study Course Descriptions:**

*T SOCW 599 & TSOCWF 409 "Student-originated, individually contracted projects on topics of interest in social welfare/social work not covered by other Social Work Program offerings."*

*T SOCW 590\* "Advancing research skills through training and development in some or all of the following research tasks: literature review, interviewing, data entry and coding, data collection, data analysis, and other tasks commonly found when conducting research in social work."*

*TSOCWF 490 "Individual work with faculty member to assist with current research project(s). Students trained and supervised in some or all of the following research tasks: literature review, data analysis, record-keeping, interviewing, report writing, data entry and coding, data collection, and other tasks commonly found in research problems in social welfare."*

*T CRIM 409 "Student-initiated, individually contracted course of study targeted at developing greater mastery of a specific area within criminal justice under the supervision of a social work faculty member with expertise in a related area of criminal justice. Focuses on individualized student-centered learning with emphasis on achievement of stated student learning objectives."*

*T CRIM 490 "Student-initiated, individually contracted research with a faculty member to engage the design and implementation of original empirical research. Training and supervision in some or all aspects of criminological/criminal justice research. Active participation as member of research team, with emphasis on achievement of stated student learning objectives."*

---

### **Instructions for Approval Process:**

1. Review all Independent Study Guidelines noted above.
2. Determine area of interest for your independent study.
3. Contact Social Work Program faculty member to discuss scope of T SOCW 599, T SOCW 590, TSOCWF 409, TSOCWF 490, T CRIM 409, or T CRIM 490 proposal.



## SOCIAL WORK & CRIMINAL JUSTICE

UNIVERSITY OF WASHINGTON | TACOMA

4. If the Social Work and Criminal Justice faculty member agrees to sponsor your T SOCW 599, T SOCW 590, TSOCWF 409, TSOCWF 490, T CRIM 409, or T CRIM 490 then you may begin working on your formal written proposal.
5. Download Course Summary and Contract Plan form from the web site.
6. Arrange to meet with your faculty sponsor to submit the Course Summary and Contract Plan and formal written proposal for review, discussion and signature. **Bring an unofficial copy of your UW transcript (printed from MyUW) to this meeting.**
7. Once the meeting in #6 has occurred and both signatures have been obtained, please submit the Course Summary and Contract Plan as well as any supplemental written proposal materials to the Chair of the Degree Committee in the Social Work and Criminal Justice office (WCG-203) **at least 30 days before the start of the quarter** in which you plan to register.
8. The Independent Study will be reviewed during the next scheduled Degree Committee meeting. If the Independent Study proposal is approved, both the student and the faculty sponsor will be notified by the Degree Committee Chair and an entry code will be created and emailed to the student for registration purposes via their UW email account from their Academic Advisor or another staff designee.
9. The form and proposal will be kept for file retention purposes.

*Note: 3-credits of T SOCW 590 Independent Research in Social Work may be approved as an Advanced Integrative Practice (AIP) concentration selective substitution with Program Committee approval (decimal grading only).*

*Note: Tuition assistance for MSW CWTAP students cover required MSW courses only. Independent study credits may not be eligible for tuition assistance. Please contact the CWTAP Director for more information.*

*Note: CJ minors may take T CRIM 409 and/or T CRIM 490, but the credits will not count as part of their minor requirements.*

*Note: CJ majors may earn up to five (5) credits from T CRIM 409 and/or T CRIM 490 as Core Elective credits. The remainder will be listed as general elective credits.*