

UNIVERSITY of PENNSYLVANIA
COLLEGE OF GENERAL STUDIES
Master of Liberal Arts Program
CAPSTONE INDEPENDENT STUDY FORM

Please read the guidelines for students, supervising instructors, and sponsoring departments on reverse side before completing this form.

Information to be provided by MLA student:

Student's name: _____
Last Name First Name MI.

Last four digits of student's Social Security Number: XXX – XX – _____

Title of Capstone Project: _____

Term and year of independent study: _____
Term Year

Information to be provided by the supervising instructor (Primary Reader):

Instructor's name: _____
Last Name First name

Faculty appointment: Standing faculty member Lecturer

Course number (see following note): **MLA 699** _____

The College of General Studies will provide the section number for the independent study.

Instructor's signature: _____ Date: _____

Program Director Approval (MLA):

Name of sponsoring program: Master of Liberal Arts _____

Name of sponsoring program representative:

_____ Last Name (please print) First Name

Title/Position : _____

Phone number: _____ Email: _____

Signature of MLA Program Director indicating department or program approval of the Capstone independent study:

Signature: _____ Date: _____

UNIVERSITY of PENNSYLVANIA · COLLEGE OF GENERAL STUDIES

3440 Market Street, Suite 100
Philadelphia, PA 19104-3335 215-898-7326

CAPSTONE INDEPENDENT STUDY GUIDELINES

For MLA students:

Only College of General Studies **MLA degree candidates** in good standing are eligible to enroll in a Capstone independent study course at the MLA tuition rate. Furthermore, the program director must approve the project and receive a complete project proposal along with the submitted Capstone Independent Study form before the course will be rostered. The forms and proposal should be submitted before the end of classes in the term prior to the term in which the Capstone will be written and submitted.

Return the completed and signed independent study form to the MLA Program Director at the CGS office.

For Primary Readers of Capstone serving as supervising instructors:

Instructors are not required to supervise independent studies but are encouraged to do so where the student and instructor have developed a clearly defined topic for the MLA Capstone and the student has delivered an acceptable project proposal that shows evidence of sufficient preliminary research for the final project. If an instructor wishes to have additional information about the MLA Capstone project before agreeing to supervise an MLA Capstone independent study and serve as Primary Reader, please contact Dr. Christopher Pastore, Director of the Master of Liberal Arts at CGS (*cpastore@sas.upenn.edu*, 215-746-7756) for more information about the program and the Capstone project.

Generally, instructors do not receive any additional compensation for supervising an independent study. In the case of a Capstone Independent study, standing faculty will not receive additional compensation but non-standing faculty and other instructors who supervise Capstone Independent studies are eligible to receive a stipend of \$500. Questions about stipend policies should be addressed to Dr. Christopher Pastore, Director of the Master of Liberal Arts at CGS (*cpastore@sas.upenn.edu*, 215-746-7756)

If the instructor is not a standing faculty member, he/she must have approval from the home department and CGS to supervise a Capstone Independent Study.

After signing the MLA Capstone independent study form, instructors should return the form to the MLA student to be submitted to the Program Director at CGS.