

## HORT 4091 Independent Study in Horticulture Application and Proposal

## Cover Sheet

The Horticulture Program offers Independent Study opportunities in which a student majoring in Horticulture or pursuing the Horticulture Minor or Certificates may undertake an individual project in collaboration with a Horticulture faculty member on a subject of mutual interest. Students who are not enrolled in the BS Horticulture, Minor, or Certificates should seek an Independent Study within their own programs.

HORT 4091 Independent Study and HORT 4090 Special Topics in Horticulture courses may not be used as substitutes for required courses for the BS Horticulture, Minor in Horticulture, or any of the Horticulture Certificates. A maximum of 3 credits for HORT 4091 Independent Study may be counted as an elective requirement for the BS Horticulture, Minor in Horticulture, or any of the Horticulture Certificates. A maximum of 9 credits for HORT 4090 Special Topics in Horticulture may be counted as elective requirements for the BS Horticulture, Minor in Horticulture, or any of the Horticulture Certificates.

There is a separate application and proposal form for HORT 6090 Research Topics in Horticulture. HORT 6090 Research in Horticulture courses may only be used as a substitute for required courses by graduate students.

Projects that are approved for Independent Study must be completed in the semester of the approved application unless special circumstances arise, for which the collaborating faculty member may designate an Incomplete if the circumstances qualify according to University Rules.

A student requesting approval for an Independent Study must submit this Proposal and Application form and a written proposal defining the particular project to be pursued (see Proposal Guidelines on following page), and obtain a signature from the faculty member with whom the student is collaborating. This material must be submitted and approved two weeks prior to the first day of class in the selected semester. **Submit this material for approval to the Horticulture Program Director (email digital copy of a single pdf or submit hard copy in the SOP main office).**

Name: \_\_\_\_\_

UC M# \_\_\_\_\_ Email: \_\_\_\_\_

Preferred phone number for contact: \_\_\_\_\_

Program (check all that apply):  
 BS Horticulture       Certificate in Horticulture  
 Minor in Horticulture       Certificate in Sustainable Landscape Design  
 Certificate in Green Roofs       Certificate in Urban Landscapes  
 Certificate in Urban Agriculture

Application for Semester/year \_\_\_\_\_

Number of credits requested: \_\_\_\_\_ (1-3 max; may not exceed 3 total to count as elective for BS HORT)

STUDENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

FACULTY SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

PROGRAM DIRECTOR SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Signed copies: Faculty member, Student, Student's File, Student Advisor

**HORT 4091 Independent Study in Horticulture  
Application and Proposal****Proposal Guidelines****To submit a proposal for Independent Study, please complete the following steps:**

1. Discuss the project with the faculty member. You should be well-prepared with preliminary research material and a preliminary schedule for completing the work before you meet with the faculty member.
2. Once you and the faculty member have agreed on a project, create a proposal in a separate document using the following format:

**HORT 4091 INDEPENDENT STUDY PROPOSAL****Project Title****Student Name****Semester of the project****Faculty Collaborator**

**Project Description:** This section should include the details of the project. If a paper is included, how long will it be? If it is a built project, what will it be? Include the items listed by the faculty collaborator to complete the project as you discussed them. For example, a paper might be required to include an executive summary or abstract, graphic depiction and summaries of data, footnotes, photographs and images, references and a bibliography. A built project might be required to submit process and outcome documentation such as photographs, or other evidence, with a document that summarizes the project and its outcomes. Include a bibliography with your Project Description with complete citations (see Literature Review below). All images must be fully cited. All website citations must be complete with page owner and date of download, at a minimum.

**Learning Outcomes:** What specific, attainable skills or knowledge will you gain as a result of completing this project? These might be listed as sentences that begin "After completing this project, I will be able to \_\_\_\_\_," or "After completing this project, I will know \_\_\_\_\_."

**Project Schedule:** This would indicate the dates and times for pre-scheduled meetings and action items with the faculty collaborator and other experts, intermediate deadlines, and final deadlines. Any other key dates that are relevant should be indicated, such as site visits, interviews, etc.

**Literature Review:** This section of the proposal should be an overview and summary of the available literature on the subject or related to the subject. Submitting a list of books or other sources is not a literature review. A literature review is a summary of the resources that compares them and evaluates them for their use in the context of the independent study, which indicates the student has used the most credible, relevant, and current sources for the work. This means the books, etc. need to be identified, read, and summarized for the proposal. The majority of the resources should be books, journal articles, professional magazine articles, and other credible sources. Web sites should not be the bulk of the reference material. All sources, including images and web sites, should be cited completely.

**Special needs:** Students may submit special needs forms with this proposal and to the faculty collaborator, as they may do for other courses.

**Please provide the proposal on separate sheet(s) attached to the cover sheet. Digital copies are acceptable as one pdf that includes all sheets.**