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.

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 ☐

Instructor’s signature: ___________________________ Date: __________________

Email: ______________________________________________________________

Information provided by Second Reader:

2nd Reader’s name: ___________________________________   __________________________________

Last Name         First name

Faculty appointment:   Standing faculty member ☐   Lecturer ☐

Instructor’s signature: ___________________________ Date: __________________

Email: ______________________________________________________________

Program Director Approval (MLA):

MLA Capstone Independent Study Course number:  MLA 699

Title/Position :  ______________________________________________________________

Phone number: ___________________________ Email: ___________________________

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

Signature: ___________________________________________ Date: ____________________
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.