
Barbara H. Padnos International Center
MEMORANDUM
130 Lake Ontario Hall
Tel. (616) 331.3898
Fax (616) 331.3899

TO: Independent Study Supervising Faculty

FROM: Elena Selezneva, Coordinator of Faculty-led programs

RE: Independent Study

DATE:

This student has listed you as the faculty member who intends to supervise his/her work while they are overseas. I would like to take this opportunity to thank you and congratulate you for taking on this extra duty, and for making this student's desire to learn more about the world we share become reality.

We would also ask you to write a short note as to your opinion of this student's ability to travel and study alone, to conduct themselves in a professional manner with minimal supervision, to pay attention to necessary safety issues, and to be an excellent representative of GVSU.

Finally, for our records, we would like to ask you to fill out the following form, so that it is clear to the student who will be evaluating his/her work, what they must submit to you and by when. In this way there can be no confusion as to how they are to be held accountable for their work overseas.

Please sign the form, enclose it in a sealed envelope if the student waives their right to see it, and return it via campus mail to our office. Please include syllabus for the course. If you have any questions, please do not hesitate to contact me.

Thank You!

Faculty Agreement of Supervision and Recommendation for Independent Study

Student Name: _____

Faculty Name _____

Division: _____

Phone: _____

Course/Credit/Term: _____

Brief description of the project (if applicable, attach syllabus) _____

Method of Assessment Agreed Upon with Student (if applicable, attach syllabus)

Date Student is to Have Work Returned to You for Grade: _____

Signature _____ **Date** _____

Please return this form in a sealed envelope to the Padnos International Center, 130 Lake Ontario Hall. Any questions, please call us at 331-3898. Thank you.