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**Checklist of Requirements for Independent Studies**

Detailed information on these items is in *A Guide to the Integrative Master’s Project* available in print and on the IMP webpage: <http://bankstreet.edu/graduate-school/academics/integrative-masters-project/>.

Both students and faculty mentors are responsible for verifying that all of the applicable requirements have been met.

**Content, scholarship, and organization**

 Study meets criteria for successful completion for the Independent Study as outlined in *A Guide to the Integrative Master’s Project*.

**Style and Form**

 Independent Studies must have a one-page abstract with the student’s name and title of study
inserted immediately after the title page.

 Starting with the title page, all pages are numbered consecutively, including the pages of any appendices.

 The table of contents includes page numbers.

 The left margin is 1½ inches wide.

 All citations in the text and list of references are in APA style.

**Permissions:** This material should be in a permissions section of the appendix of the study.

 If any copyrighted material is used, a copy of document(s) granting permission is included.

 If names of individuals or organizations are not masked, signed document(s) granting permission to use the names is included.

 If the study includes recognizable photographs of individuals, a sample consent form is included. (The student keeps the signed copies.)

 If the study involves research involving human participants, a copy of the letter from the IMP Committee granting permission to commence the research is included.

 Copies of consent letters and forms used for participation in a research study are included.

 I have fulfilled all of the requirements applicable to my study as checked above.

***Student & Faculty mentor:*** *insert your names below as confirmation.*

Student’s Name:

Date:

Faculty Mentor’s Name:

Date:

*STUDENTS: This form must be accompanied by the cover sheet and a PDF of the Independent Study and submitted to the faculty mentor.*

*Revised 7/24/13*