

FAQ: RESEARCH, INTERNSHIPS, AND INDEPENDENT STUDY

1. How many total credits may I earn for research, internship, or independent study?

You may earn up to 6 credits of “independent work” per academic year. The academic year begins in the summer and a student can register for up to 3 credits of independent work in the summer, fall, intersession, or spring terms until the 6 credit limit is reached. Internships for credit earn one credit per term and count towards the 6 credit maximum of independent work per academic year. There is no limit on how many independent work credits you may use toward your total credits required for graduation.

2. How do I register to receive credit for research, internship, or independent study?

You must complete a “Supplemental Registration Form” and an add/drop slip to be turned in to the Registrar’s Office. The Supplemental Registration Form is available in the advising offices and in the Registrar’s Office. To complete your registration, you are required to have a faculty sponsor (see #3) and, just like a regular class, you must register before the end of the add period for the term.

3. What is a faculty sponsor?

A faculty sponsor is a full-time tenured or tenure-track faculty member in KSAS or WSE or another faculty member specifically designated to serve as a faculty sponsor. Your faculty sponsor is responsible for determining the appropriate academic product you will submit for grading and will submit your grade and award credits at the end of the term. The academic product you will produce is determined at the time of registration, not after you have completed the experience.

4. I did some independent work over the summer but I was not registered for it and I was not paid. Can I add it to my fall schedule?

No. Independent work is just like a class; you are expected to register for and do the work during the term you are registered. This means that at the end of the term, you must submit an appropriate academic product for grading so that credit may be awarded for that term.

5. Do I have to pay to register for independent work in the summer?

No. You are not charged tuition for registering for research, internship, or independent study credits during the summer. During the fall and spring semesters, part-time students do pay for the credits they earn through independent work.

6. How much work do I have to do to earn credits for independent work?

The amount of work you do should be proportional to the amount of work you would be expected to do for a regular course of similar credit. For example, to earn three credits for research or an independent study, you should expect to do the same amount of work (and spend a similar amount of time) that you would on a regular, on-campus three-credit course.

7. Can I register for more than one type of independent work in a given term?
Yes, but only for a total of 3 credits. (Summer limit – 3 credits)

8. Is registering for a “Medical Tutorial” like registering for independent work?
Registering for a Medical Tutorial is different than registering for independent work as a Medical Tutorial is registered for as a class at another division of Hopkins. Please visit the Office of Pre-Professional Advising for details. Students may register for independent work and a Medical Tutorial in the same semester.

Research

9. How do I find a research position?

Finding a research position takes time and work. There are tips for finding a research position available in the Office of Academic Advising.

10. I am planning to do research at the medical school (or another Hopkins institution). Can that faculty member serve as my sponsor?

No. In this case, you have a supervisor at the medical school; you must still have a faculty sponsor as defined above.

11. Can I get credit for research that I plan to do someplace besides JHU?

Yes, but like research done here at JHU, you must have a JHU faculty sponsor. If you plan to do this during the summer, regular summer session registration deadlines must be followed.

12. How will I be graded for my research?

Research can be done either for a grade or graded S/U. Some majors have requirements for research and may define specific rules for any research used to complete a major requirement. You must have an academic product at the end of the term that can be evaluated. Again, check with your major department or your faculty sponsor for more details. You should be clear about this expectation when you register for research.

13. How many hours do I have to work on my research project to earn credit?

Research can be done for 1 to 3 credits and the amount of credit to be earned is determined by the scope of the proposed project and expectations of the academic product to be submitted for grading.

Internships

14. How do I find an internship?

Finding an internship can take several months. The Career Center has numerous resources to assist you.

15. How many credits can I earn for an internship?

You can earn 1 credit for an internship per academic term that you are engaged in the internship. You must be doing the internship during the academic term in which you receive credit for the internship. You may not be paid for the internship if you are earning academic credit.

16. Can I earn credit for an internship in the summer?

Yes. Regular summer session registration deadlines must be followed.

17. How will I be graded for my internship?

Internships may only be taken on a Satisfactory/Unsatisfactory basis.

18. How do I earn my S/U grade if I'm not sure what I will be doing in my internship?

Credit can be awarded for internships only if there is an academic component and a tangible academic product is produced. Arrange this with your faculty sponsor before beginning the internship.

19. What is an academic product that I might turn in to earn credit for my internship?

An academic product is like an assignment you might do for a traditional class. It might be a research paper, speech, multimedia presentation, annotated bibliography, lab report, or other assignments typical for the subject area.

Independent Study

20. What is an independent study?

An independent study is when you pursue a topic of special interest that is not covered in regular course offerings. You must initiate the process. The content and expectations are formalized in negotiations between you and the faculty sponsor. The credits assigned to an independent study cannot contain an internship component, though it is acknowledged that an internship experience may inform the academic product(s) of an independent study.

21. How will I be graded on my independent study?

An independent study may be taken for a grade or S/U.

22. Can I do an independent study in the summer?

Yes. Regular summer session registration deadlines must be followed.