



# SAMPLE Independent Study Request & Learning Contract Form

School of Professional & Continuing Studies  
University of Richmond

**Instructions** *In all cases, typed signatures are approved. Do not print this form; submit electronically.*

1. Complete Part 1
  - a. Sign electronically as a Word document (typed signature acceptable)
  - b. Submit to chair/assistant chair for approval
2. Upon approval of Part 1, complete Part 2 in consultation with supervising instructor
  - a. Sign electronically with instructor, then submit to program chair for final approval
  - b. Chair will forward to associate dean for approval
3. Once all permissions received, register for class via BannerWeb as instructed

## Part 1: IS Request

Name Student Name URID: 1123456

Supervising Instructor Dr. Instructor

Semester Hours 3 Initiator (select one):  Student  Program

Course Title Exploding the Glass Ceiling

### Independent Study Rationale

*In-depth statement of IS topic. If program initiated, chair or program manager should provide rationale for IS.*

SPCS does not offer a course in its undergraduate HRM program that explores what happens when employees reach the "glass ceiling" in their careers. This Independent Study project seeks to research the phenomenon of the glass ceiling across multiple industry sectors to define what is meant by a glass ceiling in each sector, to identify individuals and/or groups who are marginalized as a result of hitting a glass ceiling in their careers, and to develop best practices that HR managers can implement in their industry sector to address the needs of populations so marginalized by hitting glass ceilings.

### Office Use Only: Part 1 Approval & Routing

Approval:  Chair/Assistant Chair \_\_\_\_\_  
*Type name as signature* *Date*

Routing:  ATFS  Registrar  Advisor  Student



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## Part 2: Learning Contract

### Course Description

The purpose of this independent study is for the student to gain understanding of the “glass ceiling” phenomenon and to explore its causes and effects. The study will begin with a broad, conceptual unit covering the underlying psychological process involved in creating a culture where the “glass ceiling” can occur. After this the focus will narrow to an examination of the prevalence of the glass ceiling, its causes, and its consequences to individuals and organizations. Finally, the student will draw conclusions and make recommendations regarding the issue. The student will earn (indicate number) credits for this work.

### Goals or Outcomes

Three specific goals will be emphasized in the study:

1. To learn about psychological processes involved, including stereotyping, norms, gender role development, and prejudice.
2. To gain understanding of the glass ceiling effect by examining the literature regarding causes and effects of, and solutions to the glass ceiling effect.
3. To explore applications of the above material to the "real world."

### Required Assignments

Goals: 1) Learn about psychological processes; 2) Understand the glass ceiling effect; 3) Explore applications

Activities: 1) Read four chapters selected by the instructor; 2) Conduct literature search; select, read and annotate 8-12 articles; 3) Explore applications

Products: 1) Multiple Choice Exam; 2) Annotated Bibliography; 3) Term Paper

**Assessment Criteria:** *Performance will be evaluated based on these areas.*

The student's performance will be evaluated based on three areas:

1. Multiple Choice Exam (1/3 of grade). After reading the chapters below, the student will complete an objective examination on the material. Readings include the following four chapters:

Forsyth, D. (1995). “Prejudice”, in *Our Social World*. Pacific Grove, CA: Brooks/Cole. pp. 233-271.

Matlin, M. (1993). “Women and Work” and “Gender Stereotypes”, in *The Psychology of Women*. Fort Worth, TX: Harcourt Brace Jovanovich. p. 152-191 and pp. 233-283.

Santrock, J.W. (1995). “Gender”, in *Psychology*. Dubuque, IA: Wm. C. Brown Publishers. pp. GG3-GG27.

2. Annotated Bibliography (1/3 of grade). The student will conduct a literature review of business and psychology journals in order to identify 8-12 articles which together comprehensively cover these topics: description of the glass ceiling, research regarding its prevalence, discussion of the causes, discussion of effects on both individuals and organizations, and suggested resolutions.

The student should present the list of select readings to the instructor for approval prior to beginning reading. The student will read the articles and write an annotated bibliography consisting of 1-2 pages (double spaced, typed) per article. The page should include the citation, a brief summary of the articles and a critique. Bibliographic entries should also make reference to other articles in the series and to the “big picture”.

3. Final Paper (1/3 of grade). After the research, the student will interview an individual woman who has encountered the glass ceiling. The goal of this will be to relate a real person’s experience to what the student has read. The paper written after the interview should integrate the academic material with the real life experience. Second, the student should also use the paper as an opportunity to draw personal conclusions regarding the glass ceiling effect and to make recommendations for the future.

### Completion Milestones & Timeframe

The independent study is to be completed by the end of the spring semester. The student has permission to begin



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study in early December. The student is free to progress at her own pace as long as the last assignment is submitted at least one week prior to the end of the term. The responsibility for initiating contact with the instructor and for communicating about progress and for completing work belongs to the student. It is expected that the student will contact the instructor on a regular basis to discuss progress and to arrange time to meet.

We agree to the terms of the learning contract listed above.

Student Student Name 12/1/2019  
*Type name as signature* *Date*

Instructor Instructor Name 12/1/2019  
*Type name as signature* *Date*

**Office Use Only: Part 2 Approval & Routing**

Chair/Assistant Chair \_\_\_\_\_ *Type name as signature* \_\_\_\_\_ *Date*

Associate Dean \_\_\_\_\_ *Type name as signature* \_\_\_\_\_ *Date*

Notes: \_\_\_\_\_

Routing:  Registrar  Student  Instructor