INDIVIDUALIZED STUDIES
Winona State University

STUDENT HANDBOOK

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Welcome to Individualized Studies!

Greetings,

Welcome to the Individualized Studies program at Winona State University! You have made a good choice in selecting Individualized Studies as your major or minor. Individualized Studies (INDS) is an excellent alternative for the mature student who wants to self-design a degree program tailored to his or her unique needs.

Do you want to build on your past experiences? Move up in your career? Start your own business? Prepare for graduate school? Create an academic schedule that fits your busy adult lifestyle? Yes, you can do all of this and more through Individualized Studies.

One of the first courses that you will want to take is CE 300, Academic Planning & Career Foundations. This is the only required course for Individual Studies. Take this course as soon as possible because this course will help you create a purposeful and intentional academic plan that aligns with your career goals. Then, meet with your advisor periodically to make sure that you stay on track. A self-designed degree program requires self-discipline, motivation, and commitment. Yes, you can do it but you need to be intentional about it.

Our Individualized Studies graduates have gone on to do important work all over the country. You can, too. We want you to be successful at Winona State University and we will do whatever we can to provide the support that you need. If you have a question or a concern, reach out to your advisor, to our Faculty Liaison for Individualized Studies, to a faculty member, to a student support person, or to me. Then, go after your goals and pursue your dreams. Bring out the best in your individualized approach to a baccalaureate degree!

Best wishes for continued success,

It has been my great pleasure to serve the Individualized Studies program. As a faculty liaison, I am currently providing oversight of academic advising for the program and for students in situations where faculty expertise is necessary. In order to meet our students’ various needs, I am also committed to establishing connections with other faculty from different departments and representing our program throughout the University and our community.

In particular, the Individualized Studies program offers two internship courses each semester (INDS 398 and INDS 399). An internship can be an invaluable part of an individualized major or minor. The knowledge, skills, and connections that you acquire through an internship will be a key asset as you seek employment or apply to graduate or professional schools. For your experiential learning, I will provide assistance in finding your field place, planning your learning goals and objectives, obtaining your desired learning opportunities, resolving any issues or concerns in your field site.

I hope that you will be able to pursue your unique goals and dreams with the Individualized Studies program. Please feel free to contact me if you have any questions about our program.

Wish you all the best for your future career!

Dr. Jeong-Kyun (Evan) Choi
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Individualized Studies
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Dr. Diane Dingfelder
Executive Director
Outreach & Continuing Education (OCED)
Winona State University
Program advisors

Our program advisors will help you define your focus, choose courses, and advise you until you graduate. If you are interested in the Individualized Studies program or have any questions, please contact our program advisors. You will hear from us shortly.

Jenny Lamberson
Winona Campus
Outreach & Continuing Education
Somsen 209
507.457.2963
jlamberson@winona.edu

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Rochester Campus
WSU-R Student & Campus Services
SS 132
507.280.5079
tdernbach@winona.edu
What is Individualized Studies?

The purpose of the Individualized Studies program at WSU as a major or minor is to help students design a program as unique as them. The Individualized Studies program allows students to pursue individualized academic interests and personal/professional goals within the framework of an academically sound Bachelor of Arts degree program or minor. It is an excellent alternative for the mature student who wants to build on past experience and design his or her own degree program for current or future needs. It offers students a great deal of flexibility and allows for intellectual growth in a variety of academic areas.

Winona State University offers 60 undergraduate degree programs through five distinctive colleges including business, education, liberal arts, nursing and health sciences, and science and engineering. Some students, however, have found that their educational needs are not adequately addressed by a single disciplinary approach. The Individualized Studies program can be an alternative option for them. Students in the Individualized Studies program have chosen a wide range of topics for their majors and minors.

- **Design Your Degree.** Whether you want to enhance the work you are doing in your current position or prepare to meet your future career goals, Individualized Studies can get you where you want to be. Design a program as unique as you, and experience the freedom of choosing your own path.

- **Move Up in Your Current Job.** Craft a degree program that will give you the knowledge and experience you need to take your career to the next level.

- **Land Your Dream Job.** Self-design a program that will give you a unique and competitive advantage as you pursue your desired career.

- **Start Your Own Business.** Enhance your current knowledge, develop your future plans and gain the tools you need to excel as a small business owner.

- **Prepare for Graduate School.** Prepare for the next step on your academic pathway by gaining the necessary knowledge, skills, and confidence.

- **Build on Your Past Experiences.** Use your experiences as a professional to guide your program plan and strengthen your skills and knowledge.

- **Create a Schedule that Works with Your Life.** Choose when and how you take courses. Online, hybrid, and traditional face-to-face delivery formats give you options that allow you to balance your life commitments while in school.

- **Earn credit for your prior learning.** Explore options to apply your significant college-level learning from life and work experience to your degree plan.
Is Individualized Studies right for you?

The Individualized Studies program is especially applicable for:

- Students who wish to combine coursework from two or more disciplines around a thematic focus in order to design a degree that best aligns with their academic needs.
- Adult students who may already be working in a profession and require the completion of a bachelor’s degree to achieve specific personal, professional, or vocational goals.
- Students who wish to create a custom minor in an academic area where a minor is not available.
- Students who require greater flexibility in selecting course delivery and scheduling options that allow them to pursue a college degree while balancing family, work, or other commitments.

However, the Individualized Studies program is not the best fit for everyone. It may not be right for:

- Students who have simply not decided their major or minor yet and have not determined their future career or continuing education goals. It is difficult to create a meaningful customized education program if there is not a determined end goal in mind.
- Students who are not a self-directed or independent learner.
- Students who require a specific degree for their intended career. For example, if your goal is to become a teacher, Individualized Studies is not a pathway to teacher licensure.
Program requirements

Individualized Studies at WSU is an excellent alternative for the mature student with a desire to self-design a degree program tailored to individual needs. The Individualized Studies program offers major and minor options.

**Major Requirements (Bachelor’s Degree)**
- Completion of CE300 Academic Planning & Career Foundations (3SH).
- Completion of 45 upper-division (300 or 400 level) credits in addition to CE300, for a total of 48 credits.
- Completion of WSU General Education & Intensive requirements.
- A minimum 2.0 GPA and 120 overall credits.
- 30 semester hours from WSU during junior and senior years.
- Enrollment in at least 1 credit from WSU during the semester the student intends to graduate.

**Minor Requirements**
- Completion of CE300 Academic Planning & Career Foundations (3SH).
- Completion of 12 upper-division (300 or 400 level) credits in addition to CE300, for a total of 15 credits.
- Completion of 6 elective credits at any level (100-400) for a total 21 credits for the minor.
- Minor coursework can only count toward the minor and cannot be used to fulfill major or general education requirements.
Procedure

Step 1 Exploring
If you are considering an Individualized Studies major or minor, we encourage you to meet with one of our academic advisors to discuss your interests, to learn about what the program can offer, and more. We have tried to include all possible information about the program in this student handbook. However, if you have any questions please feel free to contact any advisors from the program by email or phone. You will hear from us shortly. Please find the contact information for our advisors in page 2.

Step 2 Declaring a Major or Minor
No official application process for the major or minor is required. Students should complete a Declaration/Change of Major/Minor form. These forms are available at the Warrior Hub in Winona or Student Campus Services in Rochester.

Step 3 Developing a Student Program Plan
This is the most important step. All Individualized Studies majors and minors are required to develop a student program plan. The development of this study plan provides you an opportunity to research the occupational outlook for their career options and to develop a strategy on how best to design a customized academic degree to achieve your specific educational and career objectives. The Student Program Plan is an assignment in CE 300 Academic Planning and Career Foundations. Therefore, it is highly recommended that you take CE 300 as early as possible after you declare an Individualized Studies major or minor.

An approved Individualized Studies Student Program Plan is required to be on file for all Individualized Studies majors and minors. You will work with your Individualized Studies advisor on obtaining approval of your Student Program Plan. If a student is unable to get into CE 300 right away, they are welcome to start working on their Student Program Plan prior to taking the course. Sections of the Student Program Plan include: Basic Student Information, Rationale, Curriculum Design, Courses, Learning Outcomes and Occupational Outlook. Please see the Appendix 1. Student Program Plan Form.

Step 4 Completing Courses
Based on your Student Program Plan, you will complete the planned courses. You must observe the course schedule guidelines and consult with your advisor each semester before registration. Also consider internship course opportunities. For more details, please read the following section of course information.

Step 5 Applying for Graduation
When you are registered for the final term, you will be able to apply for graduation using an online application form. All graduation requirements should either be complete or in-progress when you apply for graduation. You must check your DARS for this information. If there is something missing from the DARS record, you should schedule a meeting with your advisor. If you plan to register at a later date due to an internship, practicum, or other reasons, there is a comments field on the application where this information can be written. There is also an area on the form to list any transfer courses that may be taken in your last term. The form with detailed instructions can be found at: http://www.winona.edu/registrar/GraduationApplication.asp.
### Elective course options

**All Course Information**

For your completion of elective courses, you can find the course information in WSU Undergraduate Catalog at [http://catalog.winona.edu](http://catalog.winona.edu). Course descriptions, curricular and degree requirements, and other academic information are described in the catalog. After finding the courses you are interested in, you can see when, where, and how those courses will be offered via WSU website.

- Click “**Find a Course**” on WSU website.

- Select campus, semester, and subject.

![Course Search](image)

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Elective course options (continued)

Online, Hybrid, and ITV Courses
For those who prefer distance learning, WSU offers online, hybrid/blended, and interactive TV (ITV) courses. You can search courses by delivery methods (e.g., classroom, online, and hybrid). For example, if you wish to find a list of online courses in accounting:

- Click “Expand/Collapse for Advanced Search.”
- Select “Online” in Delivery Method.

Then, it will show you a list of online courses in accounting.

Please note that the delivery method of each course is subject to change each semester. Also, some courses may require prerequisite courses or instructor’s permission for registration.
Experiential learning

Internship Courses
Individualized Studies majors have the option to complete an internship. An internship can be an invaluable part of an individualized major or minor. The knowledge, skills, and connections that you acquire through an internship will be a key asset as you seek employment or apply to graduate or professional schools. We recommend that you include one in your plan of study. Finding an internship place can be time consuming. You should start the process several months in advance. If you are unsure where to start, contact our faculty liaison or program advisors.

The Individualized Studies internship may be taken for anywhere between 3 to 6 credits (3-6 SH). A maximum of 3 internship credits may be taken for a letter grade. The remainder must be taken on a P/NC basis. The Individualized Studies internship is only available to be taken by Individualized Studies majors. Students pursing the Individualized Studies minor or other majors and minors are not eligible to take the Individualized Studies internship.

If you are interested in pursuing the Individualized Studies internship, please discuss with your Individualized Studies advisor to obtain more information and to start the process. For general information on internships, please visit the WSU Career Services Internship page at [http://www.winona.edu/career/Internships.asp](http://www.winona.edu/career/Internships.asp).

Some academic departments at WSU allow non-majors to take internships through their department. So, it may also be an option for a student to take an internship through another academic department rather than through Individualized Studies.

The INDS internship courses are available only for Individualized Studies majors who have completed a minimum of 60 credits including at least 21 credits of upper-division coursework. Prerequisites: Department approval. INDS 398 and INDS 399 may be combined up to a maximum of 6 credits. Below is a list of INDS internship courses:

Individualized Studies Internship Courses
INDS 398 Internship (3 SH) – Letter grade only
INDS 399 Internship (3–6 SH) – P/NC only
Career and future goals

Because it is a customized program, Individualized Studies degrees are as unique as the students who design them. In today's job market, employers are interested in the knowledge, skills and competencies that a student has acquired through a degree program and related work and volunteer experience. Within the Individualized Studies major and minor, a student can build on his or her interests, past experience, intellectual strengths, and career goals to design a program which encompasses many of the areas of competence that employers are seeking. These might include critical thinking, problem solving, communication skills, technology skills, and the ability to work well with others. Students in the Individualized Studies major/minor are encouraged to highlight those aspects of their degree program as they interview and seek employment.

“As an adult learner returning to WSU for a BA degree, the Individualized Studies Option is a perfect avenue to blend independence and purpose into a meaningful academic and life experience. I'm able to choose course work that can be applied directly to my current role and give me real-time benefits with that knowledge. It also positions me well for many future aspirations by allowing me to learn and grow without traveling too far out of my comfort zone. It's an ideal opportunity for me both personally and professionally!”

(INDS graduate and employee at Mayo Clinic, Rochester)

Individualized Studies majors and minors should have a career goal in mind before declaring this program. Career and future educational goals will help shape the individualized program you create. Students are encouraged to work with WSU Career Services throughout their time as an Individualized Studies major or minor. WSU Career Services provides a comprehensive range of services to assist current students and graduates in achieving their employment goals and/or entrance into a graduate or professional program.
INDIVIDUALIZED STUDIES: STUDENT PROGRAM PLAN
[All Individualized Studies majors and minors are required to develop a student program plan. The development of this plan provides you an opportunity (1) to research the occupational outlook for your career of choice and (2) to develop a strategy on how best to design a customized academic degree to achieve your specific educational and career objectives. The plan also provides Winona State University with important information about your degree plan and what you expect to accomplish through this major/minor.]

Basic Student Information

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<th>Student Name:</th>
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<tr>
<td>Warrior ID:</td>
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<td>Advisor’s Name:</td>
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<tr>
<td>Anticipated Semester of Graduation:</td>
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<td>Today’s Date:</td>
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Are you an Individualized Studies _________major OR _________minor?

Is this your first version of your student program plan? ___________YES ___________NO

If you already have an approved student program plan on file and this is a modification to your previously approved program plan please indicate the following:

Revision #__________________ Reason for the revision:____________________________________

____________________________________________________________________________________

Rationale
[Provide two to three paragraphs describing your specific and unique rationale for choosing this major/minor over a more traditional major/minor with prescribed courses. It may be helpful to consider a future job interview and how you would explain to a prospective employer why you decided to create a customized degree and why this degree would make you a more valuable employee.]
Curriculum Design

[A Professional/Individualized Studies program can be designed in three ways. Please select the focus that best aligns with your educational needs and goals.]

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<th>Select One</th>
<th>Type of Design</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>Thematic Focus</td>
<td>This design indicates that coursework is in two or more disciplines organized around a theme. As an example, a student may be interested themes such as leadership or cultural competency from the perspectives of multiple disciplines such as sociology, economics and health.</td>
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<td>Interdisciplinary Focus</td>
<td>This design indicates that selected coursework is in two disciplines, such as political science and public relations.</td>
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<td></td>
<td>Disciplinary Focus*</td>
<td>This design indicates coursework is all in the same discipline, for example, computer science.</td>
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[*If you selected a disciplinary focus for your degree in a discipline that is currently offered at Winona State, please explain why you chose to pursue Professional/Individualized Studies rather than a major or minor offered in your identified discipline.]

Courses

[Provide a comprehensive list of courses required to complete your Individualized Studies major or minor. Ensure that you have met all the coursework requirements for your program through these classes. NOTE: Any subsequent changes to your list of courses must be reviewed and approved by your advisor.]

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<thead>
<tr>
<th>Institution</th>
<th>Course</th>
<th>Course name</th>
<th>Credits</th>
<th>Intensive?*</th>
<th>Add/ Remove</th>
<th>Date of Add/Remove</th>
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<tr>
<td>WSU</td>
<td>CE 300</td>
<td>Academic Planning &amp; Career Foundations</td>
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S t u d e n t P r o g r a m P l a n

13 | P a g e
**Student Program Plan**

**Total Credits:**

Add additional rows if necessary

**INTENSIVES:** MS/CA = Math Stats/Critical Analysis, O = Oral, W = Writing

Be sure you have reviewed what all of the prerequisites are for the courses you have listed above. If you still need to take any prerequisites for the courses listed above please indicate them here:

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Prerequisite for?</th>
<th># of credits</th>
<th>Completed?</th>
<th>Y/N</th>
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Add additional rows if necessary

**Learning Outcomes**

[Identify a minimum of ten specific learning outcomes that you will need to achieve through this degree, and identify the courses that will provide you the education to achieve these outcomes. A helpful guide to writing learning outcomes, the “Learning Objectives Info Sheet,” is available here: http://www.educationoasis.com/instruction/bt/learning_objectives.htm.]

You can find learning outcomes in the outline for each course on WSU’s web site here: https://webproc.mnscu.edu/registration/viewCourseOutlines.do?campusid=074

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<th>Specific Learning Outcomes</th>
<th>Course(s) where outcome will be achieved</th>
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Occupational Outlook

[Please complete the appropriate section (Option A or Option B) below.]

Option A: If you will be seeking a new job once you have completed your Individualized Studies degree:

[Provide a summary of a minimum of three specific occupations that interest you. Make sure that the individualized degree you are creating will provide you the knowledge and skills that you need to achieve your career goals. You may do your own research or work with WSU Career Services to research an intended career field. Feel free to use your findings from the “Career Field Research Paper and Presentation” assignment to complete this section. The Occupational Outlook Handbook is another valuable resource: http://www.bls.gov/oco/ ]

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<th>Occupation Name</th>
<th>Description of Occupation</th>
<th>Median Pay</th>
<th>Education Required</th>
<th>Outlook/growth</th>
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Option B: If you are earning your Individualized Studies degree for your current job, describe how the design of your program will specifically enhance your abilities and effectiveness relating to specific job skills and requirements for your current position (or in your opportunities for promotion). [Provide a minimum of two paragraphs.]

Student Program Plan Review and Approval

[To complete the assignment you must meet with your academic advisor to review and finalize your Student Program Plan. Once the plan has been approved by your advisor, he or she will submit your plan to the Warrior Hub to be included in your permanent record. You must also submit (1) a copy of your final, approved Student Program Plan and (2) the email from your advisor showing his or her approval to the course instructor via the D2L drop box by the due date listed.]

Student Program Approved By:  
Date approved:
Individualized Studies

INTERNERSHIP PROPOSAL AND CONTRACT

Name of Intern ____________________________   Warrior ID# ______________________

Address _______________________________________________________________________

Internship Site ________________________________________________________________________

Address ________________________________________________

On-Site Supervisor ___________________________     Phone __________________

E-mail address ______________________________      Title ____________________________

Number of Hours Per Week Intern Will Be Working _______  Position/Title_____________________

Number of Credits Applied For______         Guideline: 200 hours = 3 – 6 Credits

*NOTE: A maximum of 3 credits may be taken for a letter grade, but you may take up to 6 credits for P/NC

Beginning & Ending Dates of Internship (15 weeks maximum) _________________________________

Will the intern be paid for the internship?  Yes ________               No _________

1. On an attached sheet provide:
   a. Internship objectives and expected learning outcomes.
   b. A job description. Include a complete description of the intern’s assignments including any expected
      achievement such as a completed report, creation of a program or system, and milestone expectations.
      The activities to be performed for the internship must add up to a meaningful learning experience, not
      just a “part-time job.” Therefore, the tasks described should entail significant responsibility.
   c. Describe the nature of any present or previous employment of the intern with this organization.

The on-site supervisor will be asked to submit a written evaluation(s) of the intern’s performance.

On-Site Supervisor Signature ___________________________     Date ______________

Instructor Signature ___________________________     Date ______________

Student Signature ___________________________     Date ______________

Note to student: WSU transcript must be submitted with this proposal along with a WSU
Internship Application (application form available at the Warrior Hub in Winona or the Student
Campus Services office in Rochester). Student is responsible for obtaining the On-Site Supervisor
signature on this form and the Instructor’s signature on both this form and the WSU Internship
Application. If you are taking the internship for both P/NC and letter grade you will need to
complete two WSU Internship Application forms. Return these forms to your INDS Advisor when
completed and for more information on next steps.