Guidelines and Requirements for Bus. 597 – Independent Study

Bus. 597 – Independent Study is a variable credit hour course in which a student is required to complete a business or management related project under the guidance of a faculty member. While the nature of each project will vary, the time commitment for three hours credit should approximate the normal commitment to a ‘regular’ elective course and should include a significant written report as part of the work product of the study.

Students planning to enroll in the course should seek a faculty member who is willing to supervise the independent study as well as two faculty readers. The student then must complete the attached Independent Study Proposal Form and submit it to the Graduate Registrar before the end of the first week of classes. This form requires signatures of the faculty advisor, two faculty readers, and the Associate Dean of the School of Business Administration. In the event the project is not approved, the student will be able to add an elective course no later than Friday of the first week of classes.

The following restrictions and guidelines apply:

1. A minimum GPA of 3.0 is required to register for the course.

2. A student cannot register for more than one Bus. 597 projects.

3. This is a variable credit course which can be taken for 1.5 or 3 credits depending on the scope of the project. A student should expect to spend approximately 120 hours or more (for a 3 credit course) or 60 hour or more (for a 1.5 credit course) on the project, and you should define and set boundaries for the project with this hour commitment in mind. Students should also schedule periodic meetings with the supervisor and perhaps with readers.

4. The final written project is due on the first day of the semester examination period. A rough draft of the project is due to both the supervisor and the readers three weeks prior to the final deadline. Early submittals are strongly encouraged.

5. A finished electronic copy of the written project must be submitted to the faculty advisor and available to the Associate Dean, if requested.

6. In order for the grade to be recorded, the Bus. 597 Final Grade Sheet must be completed with ALL REQUIRED SIGNATURES.

Revised: 12/13/2010
Bus. 597 – Independent Study Proposal Form

Student Name: ___________________________  Banner ID Number: _______________

Semester: ___________________________  Credit Hours: _______________

Project Title: ____________________________________________________________

Brief Description: _______________________________________________________

Outline of the Expected Time Commitment:

Activity: ___________________________  Hours Required: _______________

Activity: ___________________________  Hours Required: _______________

Activity: ___________________________  Hours Required: _______________

Activity: ___________________________  Hours Required: _______________

Activity: ___________________________  Hours Required: _______________

Rough Draft Due: ___________________________

Rough & Final Draft should be a 35+ page (for a 3 credit course) or a 17+ page (for a 1.5 credit course) paper deliverable in electronic.

Faculty Advisor: ___________________________  Date: __________

Faculty Reader #1: ___________________________  Date: __________

Faculty Reader #2: ___________________________  Date: __________

Associate Dean: ___________________________  Date: __________

Printed name  Signature

All projects must be approved and forms returned to Sara Gividen, Graduate Registrar, Miller Hall 2041, before the end of the first week of classes.