GUIDELINES & REQUIREMENTS FOR BUAD 490 INDEPENDENT STUDY

BUAD 490 – Independent Study is a one, two, or three 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 of 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 must complete the attached Independent Study Proposal Form and submit it to the Undergraduate Business Program Office in Miller Hall, Suite 2051 before the end of the first week of classes. This is necessary for your registration and to provide a grade sheet for the faculty advisor in a timely manner. 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 during the add/drop period.

The following restrictions and guidelines apply:

1. A student should expect to spend approximately 120 hours or more on the project for three hours of credit (40 hours of more per credit hour for one or two credit projects), and you should define and set boundaries for the project with this hour commitment in mind. Students should also schedule periodic meetings with their supervisor and perhaps with readers.

2. 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 readers three weeks prior to the final deadline. Early submittals are strongly encouraged.

3. A finished electronic or hard copy of the written project must be given/e-mailed to the Associate Dean which may be published to the intranet for faculty and students to read. Any reports that contain confidential information will be kept instead in the Office of the Associate Dean.

4. In order for the grade to be recorded, the BUAD 490 attached Final Grade Sheet must be completed.
Complete and return this form to Miller Hall, Suite 2051 no later than the end of the first week of classes.

Name: ___________________________________________ Student ID#: __________________________

E-mail: _______________________ Major(s): __________________________________________________ Minor: _______________________

Expected Graduation: __________________ Credit Hours: __________ Telephone: ____________________________

Month Year

Please describe requirements of project (attach separate page if needed):

Please list proposed activities and expected time commitments below:

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<th>Activity</th>
<th>Estimated Hours Required</th>
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Print Names | Signatures | Date

Student__________________________________________

Faculty Advisor____________________________________

Reader #1__________________________________________

Reader #2__________________________________________

Associate Dean____________________________________

UNDERGRADUATE BUSINESS PROGRAM * (757) 221-2910 * UNDERGRAD@MASON.WM.EDU