

GUIDELINES & REQUIREMENTS FOR BUS 490 INDEPENDENT STUDY

Bus 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 BBA Program Office in Tyler 240 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 copy of the written project must be given/e-mailed to the Associate Dean to 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 Bus 490 attached Final Grade Sheet must be completed.

Bus 490 Independent Study Proposal Form Semester & Year: _____

Student Name: _____ Banner ID Number: _____

Local Address: _____

Telephone: _____ E-Mail: _____

Credit Hours: _____ Concentration: _____ Expected Grad Date: _____

Description/Requirements of Project: (attach separate page if needed)

Please list proposed activities and expected time commitments below: Estimated Hours Required:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Print Names

Signatures

Date

Student _____

Faculty Advisor _____

Reader #1 _____

Reader #2 _____

Associate Dean _____

All projects must be approved and forms returned to the BBA Program Office, Tyler 240 prior to the end of the first week of classes.

Bus 490 Final Grade Sheet

Semester & Year _____

The following student has completed his/her Independent Study and the final grade is listed below:

Student Name _____

Final Grade _____

Basis for Determining Final Grade:

All Signatures must be present for the grade to be recorded.

Signatures

Date

Faculty Supervisor _____

Faculty Reader #1 _____

Faculty Reader #2 _____

Associate Dean _____

Comments: