



Guidelines and Requirements for an Independent Study

Independent Study (BUAD 6971 or BUAD 490) 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 should approximate the normal commitment to a 'regular' elective course and should include a significant written report as part of the work product of 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 before the end of the add/drop deadline. This form requires signatures of the faculty advisor, the two faculty readers, and the Associate Dean of Faculty and Academic Affairs.

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 six (6) credits of Independent Study during their time in a program.
3. Independent studies are variable credit courses, which can be taken for 1.5 to 3 credits, depending on the scope of the project. A student should plan to spend approximately 40 hours per credit on the project, and you should define and set boundaries for the project with this commitment in mind. Students should also schedule periodic meetings with the supervisor and perhaps with their readers.
4. The final written project is due on the last day of classes. A rough draft of the project is due to both the supervisor and the readers at least two (2) weeks prior to the final deadline. Early submittals are strongly encouraged.
5. A finished electronic copy of the written project must be submitted to and approved by the faculty advisor, readers and to the Associate Dean of Faculty and Academic Affairs before a grade can be given.



Raymond A. Mason
School of Business
WILLIAM & MARY

Independent Study Request

This form should be used by Raymond A. Mason School of Business Students who would like to apply for an independent study.

Instructions:

1. Review the instructions above and the form below.
2. Consult with your program office prior to completing this form.
3. Complete Section A of the form and submit to your program office.

Student Name: _____ Student ID#: _____

Degree Program: _____ Effective Semester/Year: _____

Email address: _____ Credit Hours: _____

Anticipated Graduation Semester/Year: _____

Project Title: _____

Brief Detailed Description (attach copy of student's proposal): _____

Outline the Expected Time Commitment:

Activity: _____ Hrs Required: _____

Activity: _____ Hrs Required: _____

Activity: _____ Hrs Required: _____

Activity: _____ Hrs Required: _____

Activity: _____ Hrs Required: _____

Rough Draft Due: _____

Rough & Final Draft should be 10 pages of double space text per credit hour.

Faculty Advisor: _____ Date: _____
Printed name Signature

Faculty Reader #1: _____ Date: _____
Printed name Signature

Faculty Reader #2: _____ Date: _____
Printed name Signature

Program Approval: _____ Date: _____

Assoc. Dean of Faculty & Academic Affairs Signature: _____ Date: _____

FOR OFFICE USE ONLY

Processed Date:

Initials:



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Independent Study Final Grade Sheet

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

Name: _____ Banner ID (93-): _____

Credit Hours: _____ Final Grade: _____

Please indicate the extent to which the final project:

Reflected the expected time commitment as specified on the Independent study request form?
Met the page and content requirements as specified on the Independent study request form?
Demonstrate high quality work (e.g. grammar, citations, annotation of charts, completeness, etc.)?

Signatures must be present for the grade to be recorded:

Faculty supervisor submits completed grade sheet, including signatures for both faculty readers, and a copy of the student's final project to either UG Business Program or Associate Dean's Office for approval of the final grade. Once the Associate Dean has approved the final grade recommendation, faculty will then be instructed to submit the grade in Banner.

Faculty Supervisor: _____ Date: _____
Signature

Faculty Reader #1: _____ Date: _____
Signature

Faculty Reader #2: _____ Date: _____
Signature

Associate Dean: _____ Date: _____
Signature

Comments: