



**OFFICE OF UNDERGRADUATE PROGRAMS
INDEPENDENT STUDY PROPOSAL FORM**

Student Name: _____

Email: _____

Telephone: _____ ID: _____

Student Option: _____

Course: (please circle)

ACCT 498 FIN 498 GBM 498 MGMT 498 MIS 498 MKTG 498 OM 498

Units: _____ Note: A maximum of 4 units may be applied toward option elective credit.

Semester: _____ Section: _____ CRN: _____

Independent Study Requires:

1. A written proposal from the student indicating the area of study that will be undertaken and the methods that will be employed. The proposal is to be attached to this form.
2. A final written report submitted at the conclusion of the Independent Study that will be evaluated by the sponsoring faculty member.

Faculty Sponsor Signature

Date

Department Chair Signature

Date

*For processing return to CoBA Advising Office, Markstein Hall, Suite 126. Independent Study Proposals will NOT be accepted for consideration after Add/Drop for any given semester.

FOR OFFICE USE ONLY

Associate Dean Signature

Date

Independent Study Proposal* Written Proposal Guidelines

The 498 designation, "Independent Study in . . .," provides an opportunity for a student to study and earn credit under the direction of a faculty member.

Independent Study courses should require approximately the same rigor and time commitment that would be expected in regularly scheduled College of Business Administration courses.

The student must prepare a study proposal prior to registration. The written proposal must include the following:

1. Title or Topic of the Independent Study with sufficient description so another individual in the discipline can understand the proposal.
2. Explicit course objectives.
3. Methodology: How the objectives will be accomplished and specific activities to be completed (for example, how data will be gathered and analyzed).
4. Description of readings/reading list, if appropriate. If reading list is not pre-established, the description may include types of articles, etc., and how readings will be selected.
5. Statement about how the University writing requirement will be met.

When the faculty sponsor signs off on the proposal, it becomes the agreement between the College and the student. The agreement also serves as a guideline in the event that the original sponsor is unable to continue and a replacement sponsor is required.

The original proposal is kept in the student's file and is available for Accreditation reviews. This assures consistency and academic integrity in all course offerings.

*Independent Study Proposals will NOT be accepted for consideration after Add/Drop for any given semester.