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.

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