



**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.

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