

## ***The College of Business Undergraduate Independent Study Program***

The College of Business Independent Study Program is designed to afford students the opportunity to conduct in depth research on a desired topic or interest area. In concert with a discipline appropriate faculty member, the student has the unique opportunity to select a research topic and work throughout the semester under the guidance and direction of one of the College's renowned faculty.

### ***Procedures for Participating in the Independent Study Program***

- **COMPLETE AN INDEPENDENT STUDY APPROVAL FORM**

Students interested in one of the College's undergraduate independent study courses (ACCT 4990, BISI 4990, ECON 4980/4990 REUD 4490, or MGMT 4990) should complete an *Independent Study Approval Form* which may be obtained from the College of Business website, department heads or the COB Office of Undergraduate Studies. The form must be submitted, along with a proposal, to the faculty person the student selects to oversee their project and to the professor of record. A copy of the signed approval form and proposal must also be submitted to the Office of the Associate Dean.

- **PREPARE A PROPOSAL**

Based on the nature of the topic, interested students should prepare a one page proposal and submit it to an appropriate discipline or topic related faculty member for approval and commitment to guide the research. This faculty person will guide the research project during the semester, provide course expectations, suggest research approaches and appropriate resources and will provide a semester schedule for meetings, progress reviews and grading.

- **OBTAIN PROPOSAL AND COURSE APPROVAL**

The faculty person assigned to the course for the semester may be different than the discipline appropriate faculty person overseeing the student's research. It is the student's responsibility to ensure that both the faculty person of record (as shown in the semester's course schedule) and the faculty person guiding the research have signed the independent study approval form and have approved the research or study proposal. A copy of the signed approval form and proposal must also be submitted to the Office of the Associate Dean.

- **REGISTER FOR CLASS**

After approval of the proposal is obtained, the student should present a copy of the approved independent study form and proposal to the department head of the independent study course, their department head, the dean or the associate dean of the College of Business to obtain permission to register for the desired course. Subsequent to receiving permission, the student must enroll themselves in the class.

- **SUBMIT FINAL PAPER**

Students should conduct their approved independent study activities throughout the semester in accordance with their approved plan and in concert with their selected faculty member and agreed time line. By the first day of the beginning of final exams, students should present their research paper (20 page minimum) to the faculty member guiding their research. A copy of the project paper must also be given to the professor of record.

*The Independent Courses in the College of Business are to be taken very seriously and the amount of work required is the normal amount of work associated with a course awarding three hours of academic credit.*

**Undergraduate Independent Study Approval Form**

Before students can enroll in one of the independent studies courses offered in the College of Business, they must gain the approval of the individual faculty member that will be supervising their academic activities. Please complete this form and secure the signed approval of the appropriate faculty member. This form must be accompanied by a one page proposal. After approval is obtained, a copy of the signed approval form and proposal must be presented to either the department head of the course, the student's department head, the dean or associate dean, who will enroll the student in the appropriate course. A copy of the signed form and proposal must also be given to the professor of record, the professor overseeing the project, and the Associate Dean of the College of Business. The student should retain a copy for their records.

Student's Name: \_\_\_\_\_

Student "T" Number #: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**College of Business Independent Study Courses:** (Please check the course you desire to take.)

- ACCT 4990 Accounting Independent Study
  
- BISI 4990 Business Information Systems Independent Study
  
- MGMT 4990 Independent Study in Business
  
- ECON 4980 Economics Independent Study
  
- REUD 4490 Independent Study in Business

**Faculty Approval:**

\_\_\_\_\_  
 Signature of Faculty Member Overseeing Project

\_\_\_\_\_  
 Printed Signature of Faculty Member Overseeing Project

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Faculty Member of Record

\_\_\_\_\_  
 Printed Signature of Faculty Member of Record

\_\_\_\_\_  
 Date

PLEASE NOTE: No more than a total of six (6) semester hours of credit earned in independent study and internship courses combined may be applied to degree requirements.