Independent Study Course Guidelines

(Approved April 1999 by the Undergraduate Program Committee & the Dean's Advisory Council)

The Undergraduate College offers the opportunity to take an Independent Study Course in a specified department or area to a very limited number of students who are seniors. The Independent Study Course is reserved for outstanding seniors wanting to further their academic training related to some aspect of business that is not already covered in the college’s course offerings. The Independent Study Course option may not be used as a mechanism for gaining college credit for work in a professional environment. The College does not have a formal internship program where students are given college credit for professional internships.

A. Prerequisites

Students wishing to apply for the Independent Study Course should satisfy the following prerequisites:

1. Senior Standing
   o The Independent Study Course is restricted to students with senior standing.

2. Minimum Cumulative GPA of 3.3
   o A student should have at least a cumulative GPA of 3.3 for the past two years.

3. Timeline
   o Students requesting independent study for the fall or summer semester must meet the April 10 deadline of the preceding semester for approval. For spring, students must receive departmental approval by October 30 of the preceding semester.

4. Department Prerequisites
   o Each department has departmental course prerequisites for the Independent Study Course. A student must meet the departmental course prerequisites in order to register for this course of study.
B. Procedures
Before the start of the semester, a student should follow the procedures set forth below to obtain Independent Study Course approval:

1. Faculty Adviser
   o Before the start of the semester, a student should select and meet with a faculty adviser who has agreed to sponsor her/his independent study.

2. Proposal for Independent Study
   o Students applying for the Independent Study Course need to prepare a three page typed proposal, which includes the following information:
     • Student Information
       o Name
       o ID #
       o Email address
       o Address and phone number
       o Photocopy of recent transcript
       o Topic
       o Introduction
       o Purpose
       o Hypothesis
     • Study Methodology
       o Data Collection
       o List of intended reading
     • Justification for Independent Study
       o Why the topic studied cannot be learned in conjunction with any of the college’s course offerings
     • Equivalent Hours / Credits Requested
       o Hours spent on this course: Students should expect to spend the same amount of total time on this course as on any other course. For example, a 3-credit course consists of 150 hours over the semester.
     • Faculty adviser approval

3. Undergraduate Program Coordinator

One faculty member in each department is the designated Undergraduate Program Coordinator (UPC). After a faculty adviser has been selected and the proposal for independent study has been written, the UPC will review and approve the Independent Study Course. Upon approval, the UPC will supply the student with the access code to register for the course.

4. Final Project Report (25-75 pages)

Since the course is graded, students should expect their faculty adviser to require oral and written presentations. Final project reports are typically 25-75 pages, with length related to the number of points.