

Policies and Procedures for Independent Study Courses Offered in the Department of Business Administration

This document sets forth the policies and procedures that will guide each student's request for enrollment in a course with the purpose to undertake an independent study project. Independent studies are not to be confused with experiential learning courses designed to address workplace learning such as internships. An independent study is sometimes referred to as "directed study." All similar terms for activities whose purpose is the same are covered by this document.

Introduction

An independent study places the student in a greater participating role than that of a traditional class. In order to assist the student in planning for his/her proposal for an independent study, the faculty of the Department of Business Administration prepared this document to guide the student. These procedures must be followed; the student is to adhere to these procedures to better ensure a successful independent study. **Note: No semester-hour credit for independent study can be awarded without following the guidelines (contents) of this document.**

Department Policies

1. This document applies to any course in the Department which can address the request by a student for independent study course credit. The courses that currently apply in this situation (but the list can be modified later) are as follows: BUS 413, BUS 493, BUS 499, MGT 493, MGT 499, and MKT 493, and ENT 493.
2. No academic credit will be awarded for an independent study which consists solely (or in the majority) of employment (paid or non-paid). (In other words, work experience is not the reason for the awarding of credit. Page three provides sufficient detail, items 1-6, to clarify that the intellectual activity is not the employment experience.)
3. An independent study that relies solely (or in the majority) on employment as its basis (paid or non-paid) is not to supplant the experiential learning courses (BUS 220 and BUS 450). (In other words, experiential learning and, specifically, internships are addressed by BUS 220 and BUS 450; the purpose of the student enrolling in an independent study course should, therefore, be for reasons that are not duplicative of the two experiential learning courses.)
4. Prior to registering for the independent study course, the student must obtain written approval of the faculty sponsor/supervisor who agreed to the student's independent study request as well as the Department Head.

Department Procedures

1. Each independent study project/activity requires a written report which evidences an investigation of the literature relevant to the area of study and an understanding of the theoretical basis of the subject area of the project.
2. Any independent study project/activity which is based on empirical data, interviews, or workplace evidence must also satisfy the requirements of the above procedure.
3. Prior to approval of the project/activity, each student who wishes to engage in an independent study must submit to the proposed faculty sponsor/supervisor the completed “Independent Study Proposal” form (re: page three of this document).
4. The student must submit a copy of the final written report to the Department Head (submit the copy to a departmental secretary in Room 366, Bryan). The report will be filed with the Department of Business Administration.

