

PROPOSALS FOR INDEPENDENT STUDY

PURPOSE: The purpose of an Independent Study is to provide a student who has completed all Managerial Decision Area courses the opportunity to examine a business related subject in depth. The student should expect to meet periodically with the sponsoring faculty member and to understand that the faculty member may require a number of revisions to the project before a final grade can be awarded. When successfully completed, the Independent Study will count as three elective credits toward satisfying MBA degree requirements.

REGISTRATION: To register for the Independent Study, the student must complete the following steps:

- Prepare a proposal as outlined below and submit the proposal to a sponsoring faculty member for approval;
- Once approved by the faculty member, the proposal will be submitted for approval to the Chair of the appropriate academic department;
- Once approved by the Chair, the proposal will be submitted to the Associate Dean, Graduate Business Programs, for final approval. Once approved by the Associate Dean, the student will be registered for the Independent Study.

PROPOSALS MUST BE SUBMITTED TO THE OFFICE OF
GRADUATE BUSINESS PROGRAMS NO LATER THAN 2 WEEKS
BEFORE THE START OF THE SEMESTER.

CONTENTS OF PROPOSAL: The proposal submitted by the student must include the following:

- Student's Name
- Date
- Semester
- Sponsoring Faculty Member

I TITLE

II PURPOSE OR OBJECTIVE: While it is not expected that the student will be able to predict the outcome of the study, it is expected that the student will be able to clearly define the purpose of the project. General statements such as “to study advertising on cable television” or “to study multi-national corporations” are not acceptable. There must be a specific objective in mind before the project can be approved.

III METHODOLOGY: It is not expected that a student will provide an exact list of all specific resources that will be used in the study. However, merely stating that the methodology will involve “a literature search, data analysis, data collection, etc.” is not acceptable. Specific information is expected on each type of resource.

IV BIBLIOGRAPHY: Where it involves a review of the literature, it is expected that a bibliography will be included with the proposal. Of course, additional sources that the student finds after the proposal has been approved may be subsequently included.

V OTHER SOURCES: Any other sources from which information will be gathered should be included as well.

VI SCHEDULE: The student should include the proposed schedule for completing this project. With the permission of the sponsoring faculty member, the schedule may be subsequently amended.

VII OUTLETS FOR PUBLICATION: It is expected that an Independent Study will ultimately be submitted for publication in an appropriate professional or academic journal. The student should include potential outlets in the proposal.

VIII PRIOR STUDY OF TOPIC: Indicate if you have studied the proposed topic in a previous course in the MBA Program. Give the course name and professor. If a paper related to the proposed topic was completed for the course, attach it to the proposal.

IX SIGNATURES: The following signatures must be included with the proposal: Student, Department Chair, Sponsoring

Faculty Member and Associate Dean, Graduate Business Programs, (Please include specific spaces at the end of the Proposal for these signatures).

COMPLETION AND GRADING OF THE PROJECT: A final copy of the project must be submitted by the faculty sponsor to the appropriate department Chairperson with a suggested grade for the project. The department Chairperson, at his/her discretion, will either 1) evaluate the project for the purpose of assigning a grade, or 2) assign a member of his/her department to evaluate the project for the purpose of assigning a grade. If the Chairperson (or appointee) concurs with the grade assigned by the faculty member, the Chairperson will then sign the project. The faculty sponsor then submits the final grade and the project report to the Office of Graduate Business Programs. If the Chairperson (or appointee) does not concur with the assigned grade, it is the responsibility of the Chairperson (not the appointee) to mediate the assigned grade until both graders concur on the grade to be assigned. Once agreed upon, the Chairperson signs off on the project and the faculty sponsor submits the project to the Associate Dean, Graduate Business Programs.

POSSESSION OF THE INDEPENDENT STUDY: Once a final grade has been submitted for the Independent Study, the Independent Study will become the property of the University. Students who would like to have a copy of the Independent Study should make a copy prior to submitting it for a final grade.

The office of Graduate Business Programs will maintain a file of all completed Independent Studies that will be accessible to students and faculty. Any student who submits a proposal and an Independent Study should understand that the information contained in the Independent Study will not be considered confidential and will be open to review by MBA students and faculty members.