

IB 499 Independent Study Approval Form

**Student's Name:** \_\_\_\_\_ **Number of credits** \_\_\_\_\_

**Title of proposed project:** \_\_\_\_\_

**Instructor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IB Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Independent Study (IB 499) provides you, the student, with an opportunity to explore a topic that you want to explore more in depth than you have in class or perhaps that has not been offered in your coursework. IB 499 can be used as one of your IB-elective courses and also counts toward the 120 credit hours for graduation and your upper level credit hours. It is graded Pass/Fail.

Instructions:

1. Select a specific topic you wish you study. Feel free to ask for help in refining your ideas.
2. Find a faculty member in the department who is willing to direct your independent study project. The person does not need to be your regular academic advisor, but does need to have expertise in the topic (e.g., taught a course in the area). If the instructor has not taught a course in the area, then the Director of IB Major must agree. Please note that any instructor may refuse to supervise any independent study.
3. Discuss the feasibility and requirements of the project with the faculty member, including what the final deliverable will be and how it will be evaluated.
4. If the project involves collecting data using surveys or experiments, you and the faculty member will be expected to submit a proposal to the Institutional Review Board (IRB) for the Protection of Human Subjects prior to collecting data, so plan accordingly.
5. Be aware that there are a variety of types of independent study projects, such as primary research (e.g., doing field surveys or laboratory experiments), secondary research (e.g., a literature review paper, reading selected books and articles, re-analyzing data in a database, analyzing legal cases, writing a business case or proposal), or something else. Typically, you will write a paper (usually 10-15 pages per credit hour) or read selected books and articles (1,000 pages per credit) or some combination. This paper cannot be used in other courses and papers submitted for other courses cannot be used for MGT 499.

6. Complete, with the faculty member, the remainder of this form and attach a one-page description of the proposed project. This should include in considerable detail what you propose to accomplish in the independent study (i.e., list of books and articles to be read, type of research performed, term paper subject and outline, etc). Submit this to the IB Director.
7. It is suggested that you meet with your instructor at least once every two weeks to report on your progress.
8. Student deadline for term papers or projects is two weeks before final examinations begin.