

SBS Independent Study/Directed Study Proposal

Please note: students must have completed this form, Independent Study Proposal and receive approval 5 days prior to the end of the add/drop registration period in a given semester.

To be completed by student:

Student ID: _____

Student name: _____

Student Phone: _____

Student Email: _____

Check one: Undergraduate Student Graduate Student

Semester/Year: Fall 20__ Spring 20__ Summer 20__

To be completed by faculty:

Subject: ACCT BLE ENT FIN HLTH ISOM MGT MGES MKT PAD SBS SIB

Course Modality: Check one: On-campus Online

Level: 510 Undergraduate 910 Graduate Other _____

Credit Hours: 1 cr. approximately 45 hours of research, reading, writing, meeting faculty, editing, etc.
 2 cr. approximately 90 hours of research, reading, writing, meeting faculty, editing, etc.
 3 cr. approximately 135 hours of research, reading, writing, meeting faculty, editing, etc.
 Other _____

Title of Independent Study: _____

Please note:

- Read the policies below and be familiar with them.
- You are responsible for developing a robust rigorous proposal, and for finding a **full-time faculty member** to supervise it. The faculty member may suggest readings/direction and help you further develop your research proposal. However, do some preliminary work on your idea (e.g., research questions, bibliography) before meeting the faculty, so as to show your motivation and that you have some basic knowledge on the topic.
- You will be registered for the Independent Study after it has been approved by the faculty member and Department Chair.

Policies:

- Students must have a GPA of 3.0 or higher. In addition, undergraduates must have junior and senior standing. Faculty must confirm this by checking a recently printed program evaluation.
- Only full-time faculty are allowed to supervise Independent Studies.
- Independent Studies allow students to research and study an area of interest not covered by Suffolk courses. Independent Study proposals cannot replace or duplicate an existing course.
- Deadline: FIVE business days before the end of the add/drop period for the semester you plan to complete it. Submit your Independent Study proposal to the supervising Faculty member who will then forward it to the Department Chair. If the Department Chair denies the proposal *and sufficient time remains within the deadline window*, you may submit a revised proposal with faculty approval.
- If approved, students may take one Independent Study toward the completion of their academic degree program.

Approvals:

The proposal should be described on the following pages. Final approval is contingent upon review for qualification, academic rigor, and credit hour compliance (*contact your chair or the Dean's Office for details about credit hour expectations/rigor*):

I approve the registration of the above student in the course described and agree to sponsor and direct this work.

Faculty name (printed): _____ Faculty Signature: _____

Department: _____ Date: _____

Department Chair's signature: _____ Date: _____ Approved Denied

Explanation if denied: _____

Independent/Directed Study Proposal Guidelines

Your proposal must detail the following:

Note: for Undergraduate students a syllabus needs to accompany this form detailing timeline for each week/grading structure/policies and rules.

1. **Title of project** *(The title should be something unique to your research)*

2. **What research questions will be explored through the Independent Study?** *(What are the academic goals of the project?)*

3. **Assignments, meetings, and due dates:**
 - a) *What are the deliverables/assessments? Examples include: research papers, data collection or interviews, compiling and analyzing data or readings, completing a literature review, designing and conducting a study, etc.*
 - b) *Provide a timeline of when the assignments are due.*
 - c) *Describe the anticipated direct contact hours between faculty/student. When will you meet?*

4. **Grading:**

Grading formula: *Explain how the independent study grade will be calculated (e.g., what % of the grade is allocated to each assignment, draft, etc.)*

5. **Preliminary Reading List:** *Please provide a bibliography of articles and books. If it is still being developed, indicate a general amount/type of readings. Please note that "Internet research" is not a sufficient description.*

6. **Engagement Hours:** *To complete this course, students will need to dedicate, at a minimum, the following amount of time to the listed activities:*

<u>Assignment/Activity</u>	<u>Engagement Estimate</u>	<u>Engagement Hours</u>
a.		
b.		
c.		
d.		
e.		

Total engagement hours: _____

**Please keep in mind that a 4-credit independent study—like a traditional course—should reflect 180 hours of coursework throughout the semester. A 1-credit independent study should reflect 45 hours of course-related activities. Note that the actual number of hours per week will vary depending upon the length of the semester.*