

**Independent Study Proposal Form
School of Business Administration
University of Vermont**

We have found that the success of an independent study project is related to the amount of advance planning devoted to the project. Thus, it is the student's responsibility to work closely with a full-time faculty member within the School of Business Administration to develop a thorough plan for undertaking and completing an independent study. Naturally, this faculty member should have expertise in the area of investigation and also be willing to supervise the project from planning to completion. Remember, in order to make an independent study feasible, you must have completed sufficient course work in the proposed area of study.

The amount of credit granted for an independent study is variable depending on the scope of the project. Typically, independent studies range from 1-3 credits, with a 1 credit project involving approximately 45 hours, a 2 credit project involving 90 hours, and a 3 credit project involving 135 hours. A project may cover more than one term. In such instances the designation XC (extended course), rather than incomplete, will be given for the first term of work.

Planning for the project should be initiated in the semester **before** the independent study takes place. In order to officially enroll in an independent study, you must obtain approval from your faculty supervisor as well as the Undergraduate Studies Committee (USC). The USC will meet twice per academic year to review plans for independent studies, early November of the fall semester and mid April of the spring semester. Your proposal must be approved by your faculty supervisor before it is presented to the USC for review. Proposals not approved may be revised and resubmitted if resubmission occurs in sufficient time for the USC to perform a second review prior to the end of the semester.

Student Services will inform you of USC's decision and assist you in enrolling in the course.

(over)

NOTE: It is the responsibility of the faculty supervisor to ensure that the approved proposal has been satisfactorily completed. Projects, along with faculty evaluations, must be retained by the faculty member and be available for review if necessary. Also, a copy (electronic if possible) of the completed project should be submitted to BSAD Student Services.

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Student: _____ Class Year: _____ GPA: _____

Faculty Supervisor: _____

Project Title: _____

Term(s) of Enrollment: _____

- Credits:
- 1 (approximately 45 hours)
 - 2 (approximately 90 hours)
 - 3 (approximately 135 hours)

Please provide the following information in an attached document:

1. Description of issue to be investigated
2. Statement of justification indicating motivation to undertake the independent study
3. Relationship of the project to your other coursework
4. Clear and complete list of project objectives
5. Concise statement of the methods to be used to accomplish each objective
6. Description of evaluation and grading criteria including expected deliverables (e.g., papers, presentations, documentaries)
7. Names of any participating non-UVM organizations or individuals, a brief description of their role in your project, and an official letter of support from these organizations or individuals
8. Timetable including:
 - a. regular meetings between the student and supervising faculty member
 - b. completion dates for various stages of the project
 - c. completion dates for all deliverables
9. Annotated bibliography of preliminary resources to be consulted

Student Signature: _____ Date: _____

Supervising Faculty Member Approval: _____ Date: _____

USC Chair Approval: _____ Date: _____

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