

SBS Independent/Directed Study Agreement and Proposal *(for use starting Fall 2012)*

To be completed by student:

Student name: _____ Student ID: _____

Year: _____ Student Phone: _____

Semester (circle one): Fall Spring Summer Student Email: _____

Course: ACCT BLE ENT FIN HLTH ISOM MGT MKT PAD SIB

Level: 510 Undergraduate 910 Graduate (or HLTH 880)

Credit Hours: 1 cr. approximately 45 hours of research, reading, writing, meeting faculty, editing, etc.

1.5 cr. approximately 67.5 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.

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 professor, 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 faculty, Chairperson, and Dean.
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Policies:

- Students must have a GPA of 3.0 or higher. In addition, undergraduates must have junior and senior standing. Faculty must confirm this through a department assistant or 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 Dean's Office. If the Dean's Office 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 1 independent study toward the completion of their academic degree program.
 - If an incomplete grade is warranted at the end of the semester, faculty and student should jointly fill out the Incomplete Extension Form before an "I" grade is submitted online. Both faculty and student should keep a copy. The form can found online (OneSource link at bottom of website) or through a department assistant.
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To be completed by supervising faculty:

Faculty name (print): _____ Department: _____

Faculty Signature: _____

I confirm that I have met with this student and agree to supervise the attached proposal. The amount of work proposed is consistent with Suffolk's University's definition of credit hour. I will be available to provide advice and feedback, review drafts, and guide the student's research project during the semester it is to be completed.

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*):

Department Chair's signature: _____ Date: _____ approved denied

Academic Dean's signature: _____ Date: _____ approved denied

Explanation if denied: _____

Independent/Directed Study Proposal Guidelines

Your proposal must detail the following:

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. How will the student research these questions?

What types of activities will the student engage in to complete this independent study?

4. Assignments, meetings, and due dates:

- a) What are the deliverables? 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 when are due.
- c) Describe the anticipated direct contact hours between faculty/student. When will you meet?

5. Grading:

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

6. 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.