

SBS Independent/Directed Study Agreement and Proposal *(for use starting Spring 2015)*

Title of Independent Study: _____

Student name: _____

Student ID: _____

Student Email: _____@suffolk.edu

Phone: _____

Semester of proposed study (circle one): Fall Spring Summer

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.
 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.

Restrictions:

- 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 cannot replace or duplicate an existing course; they allow students to research and study an area of interest that is not covered by Suffolk courses.
- If approved, students may take 1 independent study toward the completion of their academic degree program.

Policies:

- Deadline: the approved form and proposal are due to the Dean's Office by the third day of the semester in which you plan to complete the Independent Study.
- You will be registered for the independent study after it has been approved by faculty, Chairperson, and Dean.

Instructions:

1. Draft your research questions and do preliminary work on the proposal (see guide on next page).
2. Find a full-time faculty member who agrees to work with you. The faculty member may suggest readings/direction and help you further develop a proposal.
3. You are responsible for developing a robust and rigorous proposal. A variety of learning outcomes should be included such that together they reflect an appropriate amount of work for the credit to be granted.
4. Attached your typed proposal to this form and submit it for approval by the faculty member and department chair.
5. Final approval is contingent upon review for qualification, the academic rigor and depth of your proposal. The deadline is the third day of the semester. This gives a few days' leeway for revisions and resubmission in the event that the Dean's Office will accept the proposal after revisions are approved.

To be completed by supervising faculty: *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.*

Faculty Signature: _____ Print Last name: _____

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

Academic Dean: _____ Date: _____ approved denied

Explanation if denied: _____

Independent/Directed Study Proposal Guidelines

Your proposal must detail the following:

1. **Title of project:** should be unique to your research.
2. **Aspirations** (~1 paragraph)
Why are you taking on this project? Are you supplementing a knowledge gap in your own academic program of study or are you planning to conduct original research that contributes new knowledge to the field?
3. **Research topics/questions** (~1 page)
Overview of the research topics/questions that will be explored in the Independent Study.

4. **How will you research these questions?** (1-2 pages)

If information will be based on secondary information sources:

- Provide a preliminary bibliography of 10 or more articles and books you will read and analyze.
- What additional sources will be used? Please note that listing "Internet research" is insufficient.
- How will you assess the credibility of these sources? [discuss this with your professor]

If information will be based on primary information sources:

- How will you collect your data? Outline your processes
- Describe in detail your expected sources of information (e.g., observations, surveys, interviews, review of data or documents, etc.)
 - Provide a bibliography of articles and books.
 - If surveying, explain how the instrument will be developed, data collected and analyzed.
 - if interviewing, explain who will be interviewed (name, title, organization); how (phone/in person) how long, what questions, and how you'll use this information

5. **What deliverables will be completed?** (~1 page)

Describe in detail the deliverables/assignments you will complete. For each deliverable note the due date and the percentage of the final grade it will be worth. Examples include but are not limited to:

Research report(s)/paper(s)

- What will be the length of the paper or papers (not counting references)?
- If multiple papers on different topics will be written, describe each and their purposes.
- If any drafts are due, note whether they will each be graded.

Presentation

- Who is the expected audience (must be more than just the supervising professor)?
- What is the length and purpose of the presentation?
- What supporting documents will be provided?

Case studies

- What research process will you use to develop and write your case studies?
- How will information be collected and from whom?
- What organizations or groups will you study (and have they already agreed)?

Interviews

- Describe this as a deliverable only if the interviews will be written up separately from any other reports/papers. What will be the format, length, and purpose?

Meetings with professor

- Provide a timeline of meetings with the instructor.
- How long will the meetings last? What is due each time?
- Review with your professor the Business School's rubrics regarding expectations for written assignments and/or presentations as applicable to your proposal.