A College of Management Independent Study allows CM students the opportunity to work individually with a faculty member to earn credit for the degree. Ideally, independent study coursework covers material or research topics that are not offered in standard courses. It can also allow for the opportunity to explore a topic from a standard course in greater depth.

PRE-REQUISITES:
You must have completed at least one concentration course in the area for which you plan to complete the independent study.

ENROLLMENT PROCESS:
If you meet the pre-requisites and you would like to start the independent study process, you must complete the following steps:

1) *Identify a faculty member with whom you would like to work.* You may approach any faculty member in the College of Management, however, you should bear in mind that if you intend to earn credit from a particular department, your faculty member must also be in that department (i.e.: if you want Marketing credit, choose a Marketing faculty member).

2) *Plan out want you want to accomplish with the independent study* and think about what you want to learn and do with this learning opportunity. Prepare these ideas before approaching the faculty member of your choosing so that you can make a meaningful proposal to him/her.

3) Once the faculty member agrees, you must both *complete the attached Independent Study Application Form.* You and the faculty member must also sign the form.

4) *Contact the Department Chairperson for a signature.* Chairperson information is found on the CM website: https://www.umb.edu/business/faculty--staff/

5) *You must then send or deliver the form to the Undergraduate Program Office (M-5-610 or upo@umb.edu).* It is not necessary to meet with the Undergraduate Program Director.

    FALL/SPRING REGISTRATION: If all signatures are in place, and the form is properly completed, you will be registered for the course. You will receive an email if there are any problems, otherwise you need to keep and eye on your schedule on WISER to see the addition of this course.

    SUMMER REGISTRATION: You will also need to get a Summer Independent Study form from the One Stop Center (UL – CC). The sponsoring faculty member must also sign this form (it outlines the cost and payment schedule for the summer). You will need to leave that form along with a summer registration form (from CCDE) with your Independent Study Application in the Undergraduate Program Office. They will be reviewed and signed by the Undergraduate Program Director. You will then need to come back to pick up your signed registration form and bring it to CCDE to be registered for the course.

NOTES:
• The Independent Study Application is kept in the Undergraduate Program Office. It is highly recommended that you make yourself a copy before bringing it in for the final signature.

• College of Management Independent Study Courses are available to CM students only.

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Continue onto the Independent Study Application.

Independent Study for Academic Credit
Application

PLESE PRINT CLEARLY.

Date _____   Semester in which course will be completed _____

Student Name: _____   UMS ID# : _____

Phone: _____   Email: _____

Major: _____   Concentration/Track: _____

GPA: _____   Number of Credits Completed: _____

Is this independent study going to replace a specific course?   Yes   No

Which Course? _____   Number of Credits for Independent Study: _____

Faculty Sponsor: _____

Academic Rationale for Pursuing an Independent Study:

_____

_____

_____

_____

_____

Project Objectives:

_____

_____

_____

_____

_____

Description of Project and Methodology:

_____

_____

_____

_____

_____

Expected Outcomes:

_____

_____

_____

_____

_____

Basis/Method of Evaluation and Assessment of Outcomes:

_____

_____

_____

_____

_____

REQUIRED SIGNATURES

Student:_____   Date _____

Faculty Sponsor/Instructor_____   Date_____

Department Chair_____   Date_____

Undergraduate Program Office_____   Date_____