INDEPENDENT STUDY POLICIES AND APPLICATION
Undergraduate Business Administration Program

The UBA Program supports student research through credit-earning independent study with Tepper School faculty members. Below are the Program’s guidelines, policies, and application process for students getting approval and for ensuring a successful experience.

1. The motivation for, and selection of, the subject to study should come from the student, with these guidelines:
   - The study may be in-depth research in an area that is covered only on a general level in another course that the student has taken previously (to extend/deepen learning).
   - The study may be an interdisciplinary project that connects learning from other courses already taken (to connect/synthesize previous learning).
   - The study can be a research paper with a hypothesis or an applied industry project (with or without a sponsor).
   - The study cannot be used as a substitute for an existing course in the undergraduate catalog; thus, no independent study plan can be approved as a substitute for a curriculum requirement.
   - Students should not use independent study for the sole purpose of earning credit to expedite graduation or to fulfill specific curriculum requirements for a major or minor.
   - Independent study may not be used for track electives without the permission of the track advisor.

2. All independent study plans require the active involvement of a faculty advisor. The faculty advisor is responsible to agree to the course structure and content activities, agree to the metrics used to evaluate the course outcomes and goals, and submit a final grade.

3. Students must be in good academic standing (not on probation), and may conduct only one independent study during the degree program. The study may be conducted only in the junior or senior year.

4. At the end of the independent study a final documentation of the course structure and activities, assessment activities, and summative report of the study outcomes must be submitted to the BSBA program office before a final grade can be entered.

5. Student from colleges outside the Tepper School should not, in general, seek to enroll in independent study credit through a Tepper School independent study.
Independent Study Application Process
Students seeking enrollment in an independent study must complete two items: a study proposal and the attached application with all required signatures, and submit it to the Executive Director of the UBA program.

Students will be enrolled in the independent study course by the Program staff after receiving approval from the Executive Director. Approval must be obtained by the tenth day of classes of the semester during which the study is to be done.

Here is the process for proposing independent study and receiving approval to do it:

- The student must first meet with the UBA Executive Director to discuss the project plan’s coherence and feasibility.
- The student shall then draft a study proposal based on the attached guidelines and through consultation with one’s faculty advisor. The advisor must approve the study based on the validation that the study is not a duplication of an existing course, has a scope and level of difficulty commensurate with course units, and that the student has appropriate motivation and determination for completing the study.
- The student shall then submit the proposal along with a completed independent study application form (attached) to the Executive Director.
- The UBA Program will approve the student’s request for the study’s registration based on the same criteria as the faculty, with additional emphasis on how the course complements the student’s academic plan and degree requirements.
- Once approved, the independent study will be added to the student’s schedule of classes by the UBA Program.

The Independent Study Proposal Requirements
The independent study proposal should be a minimum of two pages in length and address the following items in detail and structure:

- Overview and brief description of the independent study idea: this overview and background should provide the foundation for establishing that the study has merit. A strong reason for proposing the study idea as an independent study should be a part of the description in this background and rationale part of your proposal.
- A statement of the measurable goals or objectives that will be reached with the completion of the study.
- A timeline detailing the specific tasks that will be completed at each milestone date in the semester.
- A bibliography of published books, articles, or internet information sources that provide an academic basis for the ideas of the independent study. Note that all of the items in the bibliography cannot be from internet-only resources.
- A metric for grading the outcome of the study that includes details of how each grade in the grade distribution would be determined.

The completed study proposal should be the basis of your discussion with the faculty member supervising the independent study.
Independent Study Proposal Guidelines
The following questions should be addressed as fully as possible in the proposal.

Description of study
What is the topic? What is the specific area(s) of focus? What is the specific research question(s) to be answered? What is the goal(s) of this topic?

Why is this topic interesting and/or important to you?
How did you arrive at this topic? Is this study an extension of a topic addressed in a previous course? Is it to learn more about your intended track of study or career direction? Do you find that existing literature on the topic needs further study? Or is it simply intellectual curiosity?

Why study this topic as an independent study?
Will you not have an opportunity to study this topic in an existing course? Do you have any particular resources or opportunities available to you now that will enable you to conduct your study?

Deliverables and Timeline
Studies usually consist of submitting a series of documents throughout the semester, such as a syllabus or outline, literature review, paper drafts, and a final draft. Some studies result in just one paper; some result in several short papers. What is your plan, and what is your proposed timeline for completion of each item?

Grading
Grading will be completed by the faculty member based on the quality of work, timely completion, and revalidation that the work is worthy of the course credits being granted. Do you have any particular grading criteria to propose?

Literature citations relevant to topic
Provide a list of citations of articles and/or books that you plan to use as primary references in your study.
Independent Study Application
Undergraduate Business Administration Program

Name ___________________________________________ Class year ____________

Primary Major/Track ___________________________ Minor ________________

Semester of independent study_____________________ Andrew ID ___________

Faculty instructor _______________________________ Units to be earned _______

Application Checklist
- Attached proposal of your study, including timetable/plan for completion.
- Signature of faculty instructor who will oversee your study (below).
- Copy of an academic audit of your primary major.

Applicant Signature ___________________________ Date ________________

Faculty Instructor Signature ______________________ Date ________________

Applicant’s Advisor Signature _____________________ Date ________________

Executive Director Signature ______________________ Date ________________

For administrative use only:

Approved / Denied (circle one)

Comments ____________________________________________

UBA Signature _______________________________________ Date ________________

2/5/2013