

**INDEPENDENT STUDY
Management Department
University of Massachusetts Amherst**

This is NOT a University Registration Form

Instructions:

1. Complete the information requested below. Type all responses to the questions below and attach them to this form. The responses are the product of discussions with the instructor who has agreed to supervise the Independent Study effort.
2. After all signature approvals are obtained, distribute one copy to the supervising instructor, one copy to the Department Office, and retain one copy. Changes in this contract may be renegotiated but final approval must be granted by both the Instructor and Department Chair.
3. Bring the signed copy of this form to the Management Department Office for registration (i.e., on-line enrollment cannot be used).
4. All Independent Study courses for credit must be approved by the Management Department Chair.
5. The number of credits that may be earned for an Independent Study is one to six, but usually three. Only in an unusual case should the credit hours granted exceed three.

Please type or print clearly

SUBJECT MANAGMNT CATALOG # _____ CLASS # _____

Name _____ Major _____ Credit Units _____

Spire ID _____ Semester: _____

E-Mail Address _____

Sponsoring Instructor _____

**Attach on a separate sheet of paper,
complete answers to the following questions:**

1. What is the nature and scope of the independent study?
Specifically, what topics are to be covered and what resource materials (textbooks, articles, etc.) are required?
2. How (written exams, term paper, etc.) are you going to be evaluated? Explain fully.

Approval Signatures:

Student Date

Instructor Date

Dept. Chair Date

Independent Study

Management Department

General Guidelines:

The Department offers independent study credits under the course MANAGMNT 396 or MANAGMNT 496. An independent study allows the student to analyze a particular problem in depth. The independent study is arranged between the student and the faculty. Academic value must be obtained from the independent study, and as such, the independent study must have a logical integration to the student's academic course of study.

Student Responsibilities:

Prior to enrolling, majors must arrange the independent study on their own. Remember that to justify academic credit, the independent study must have academic value. Upon identifying the opportunity to work on an independent study, the student must:

1. Complete the Independent Study form which entails detailing:
 - a. The nature and scope of the independent study
 - b. The academic value of the independent study to the student's program
 - c. The proposed method of evaluation regarding the student's performance on this academic component (written exams, term paper, etc.)

Incomplete or otherwise unsatisfactory proposals will be returned to the student for further work.

2. Obtain faculty sponsorship. It should be clear from the start who the faculty sponsor will be. Most students choose to work on a problem that they were introduced to during a particular class with a particular faculty member. On very rare occasions a student may choose a topic and work with a faculty member that s/he has not had in class. Please note that the demands of the independent study on faculty require each professor to limit the number of independent studies supervised. In this way, students who do obtain sponsorship can be assured that the faculty will spend the requisite time on the project.

Independent Study Stipulations:

1. No more than 6 credits will be awarded.
2. A faculty sponsor must provide approval.
3. Generally, an independent study cannot be completed in lieu of an existing course.