**INDEPENDENT STUDY FORM**

### Student Information

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<thead>
<tr>
<th>Last &amp; First Name:</th>
<th>SPIRE #:</th>
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<th>Telephone:</th>
<th>Email:</th>
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This form, plus an academic plan, establishes an agreement between you, your faculty sponsor, and the HT-MGT Department for an Independent Study.

Follow the instructions on the back of this form to:

1. Select a Faculty Sponsor
2. Prepare an Independent Study Academic Plan
3. Fill in all information and obtain the required signatures on the Independent Study Form.
4. Register for the course.

Only authorized university personnel can register students for the credits listed in this form.

### Course Number and Credits

<table>
<thead>
<tr>
<th>□ HT-MGT 396</th>
<th>□ HT-MGT 496</th>
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| □ Letter Grade (limit of 3 cr.) |
| □ Pass/Fail (limit of 3 cr.) |

### Semester

- Fall
- Winter
- Spring
- Summer

Year: _____

### Independent Study Academic Plan

On a separate sheet of paper address the following items:

1. Learning objectives;
2. Planned activities;
3. Criteria for evaluation & assessment;
4. Completion dates.

***All activities must be completed two weeks before semester’s end***

### Signatures of Approval

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<tr>
<th>Student:</th>
<th>Date:</th>
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<tr>
<th>Faculty Sponsor:</th>
<th>Date:</th>
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<tr>
<th>Dept. Coordinator:</th>
<th>Date:</th>
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<th>Department Chair:</th>
<th>Date:</th>
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To the Faculty Sponsor:

After the student’s work is completed, before grades are due send an email to Linda Kinney, the department coordinator. Include in your message the student’s name, SPIRE #, number of credits, and a grade.

Retain a copy of all written work produced for accreditation purposes.

To the HTM Office Manager:

Once the student is registered place the original form into Linda Kinney’s mailbox.

Once approved any new changes made to the Academic Plan must be negotiated with the Faculty Sponsor.
Instructions for HTM Independent Study

Taking an Independent Study is an option for students who have an interest in a particular area that is not covered in any HTM courses, but is related to Hospitality & Tourism Management.

Students who wish to take an independent study should first decide upon a topic or project that they would like to pursue. They should do preliminary research on the topic and develop some ideas about what they would like to accomplish during their independent study.

Next, contact a HTM professor who may be willing to supervise the independent study and ask them to be a Faculty Sponsor. Students should seek out a professor whose expertise is in the area in which the student wishes to do an independent study such as events, tourism, hotels, casinos and food service.

The student and faculty sponsor must agree as to what the student will do during the independent study and write an Independent Study Academic Plan. The competed plan will be one typed page. It will cover:

1. Learning objectives
2. Planned activities
3. Criteria for evaluation and assessment
4. Completion dates

The faculty sponsor will determine the number of credits that will be earned, from one to a maximum of three credits. For a 3-credit independent study, students should expect to spend about the same amount of time as they would for any other 3-credit course at UMass-Amherst.

The faculty sponsor will work with the student to set up due dates for each part of the project including the agreement that all work will be completed two weeks before the end of the semester.

The Independent Study Form will be completed and signed by the student and the faculty sponsor. The signed form, with a copy of the Independent Study Academic Plan attached, is then turned into the Independent Study coordinator, Linda Kinney, for her approval and signature. If Linda Kinney is not available, it may be left for her in Flint 107 (Main Office).

After Professor Kinney reviews, approves and signs the Independent Study Form, it then goes to the HTM Department Chair for approval.

The signed form will be passed on to Becky Chmura in Flint 107 (Main Office) to register the student into the course.

All approvals are to be completed and the student added to the course before the end of the add/drop period: Students must allow for enough time to speak with a professor, complete the plan and form and wait for approvals.

If you are planning on doing an Independent Study in the summer or winter you must enroll through Continuing & Professional Education and pay applicable tuition and fees by completing and submitting the Independent Study Registration form. You will find more information about how to register here: https://www.umassulearn.net/classes/ind-study-internship-practicum-thesis-dissertation.

If you need information or assistance, you can call CPE at 413-545-3653 or contact them by e-mail at regoff@cpe.umass.edu.