

INDEPENDENT STUDY GUIDELINES

Independent Study is an opportunity for a student to work closely with a full-time/tenure track faculty member in the Rutgers Business School on independent research or a special project. **A student may take only one (1) three (3) credit independent study which may be applied towards the student's major elective degree requirements.** The student arranges independent study through contact with an individual full-time/tenure track faculty member who has interests or expertise that match those of the student. Substantial initiative and preparation are normally required, and these are the responsibility of students who wish to arrange for independent study. Students will earn academic credit by completing a written research project, which is evaluated and graded by the supervised faculty member.

In most cases, independent study is arranged to provide instruction in areas not offered through regular courses. Proposed independent study arrangements that duplicate or closely follow scheduled courses will not be approved.

To be considered for independent study, a student must be a **Junior or Senior** and have a cumulative grade point average of **3.0 or better**. In addition, the student must complete an "**Application for Supervised Academic Work**" (attached) and **prepare a short proposal detailing the work plan and research or project he or she wishes to undertake**. These documents must include written approval of **both the faculty advisor and the department chair** and submitted to the Office of Student and Academic Services, 1 Washington Park, Suite 324, for review and registration approval **before the last day to add courses** in the semester the student wishes to take the independent study. Students whose applications are not accepted will be informed in writing as soon as possible.

Attachment: **Application for Supervised Academic Work (Independent Study)**

Application for Supervised Academic Work (Independent Study)

This application must be completed, with the appropriate signature, and submitted to the Office of Student and Academic Services, no later than the last day to add a course. Students may take only one (1) three (3) credit independent study which may be applied towards the student's major elective degree requirements.

Section A: Student Information

Student Name: _____	RUID #: _____
Address: _____ _____	
Phone: _____	E-Mail: _____
Major(s): _____	GPA: _____

Section B: Supervised Academic Work – Attach research/project proposal (limit 2 pages)

1. State the learning goal(s) and specific objectives of your supervised work.
2. Describe the procedure(s)/process you will employ to attain your objectives.
3. Describe the written product(s) which will result from this supervised work.
4. Attach research/project proposal (limit 2 pages)

Section C: Registration Information

Semester Course will be taken:	Fall: _____	Spring: _____	Summer: _____	
Course Information:	School: _____	Subject: _____	Course: _____	Index: _____
	Credits (not to exceed 3): _____	SPN: _____		
Faculty Supervisor: _____	Print Name			

Section D: Faculty and Dept. Chair Approval

Faculty Supervisor: I have reviewed the above student's proposal for supervised academic work and have agreed to supervise this project. Dept. Chair: My signature below approves and supports the faculty supervision of this project.	
Faculty Signature: _____	Date: _____
Dept Chair Signature: _____	Date: _____