

**MBA PROGRAM
ACADEMIC-BASED/RESEARCH-BASED
INDEPENDENT STUDY PROPOSAL TEMPLATE**



Important Note: This template details the components we expect to see in your independent study proposal. Please customize your proposal to accurately depict your intended project.

Deadline: The proposal must be approved by the Director of Student Affairs and your faculty advisor. Deadline for submission for a 4-credit project is the end of the first week of the quarter, deadline for submission for a 2-credit project is the end of the third week of the quarter.

Student Name:

Program: ☐ FT ☐ EVE **Grad Year:**

Project Overview

Identify the type of independent study you are proposing (academic-based or research-based) provide a brief description of the project. (1-2 sentences)

Scope of Work

Describe your project and objectives. Define the problem or opportunity and identify the depth and breadth of the scope, including any specific inclusions or exclusions.

Key Learning Goals

Describe what you hope to learn from doing this project and what MBA coursework you will apply to this project.

Approach

Describe how you will research and gather data for this project.

Time Investment

Detail your estimated time commitment over the duration of the quarter. For a 2-credit course, you should have a total of 60-80 hours of effort during the quarter. For a 4-credit course, you should have 120-160 hours of effort. Note that this total excludes work developing the proposal and securing faculty sponsorship.

Deliverables

Identify deliverables such as specific research, analyses, or recommendations to be provided. Include the format of final deliverables (i.e. written report, annotated PowerPoint presentation, etc.)

Deliverables that must be included:

For an Academic-Based Independent Study: 1) Completion of the work outlined on the course syllabus, 2) authoring a paper which critically evaluates the content domain of the course (per the independent study guidelines), 3) preparation and delivery of a 10-minute oral presentation outlining the study and findings at the end of quarter Independent Study Colloquium.

For a Research-Based Independent Study: 1) Completion of independent research related to a topic of academic and/or professional interest, 2) creation of a Harvard-style teach case to illustrate the concepts in question (see the independent study guidelines), 3) preparation and delivery of a 10-minute oral presentation outlining the study and findings at the end of quarter Independent Study Colloquium.

Timeline

Provide a detailed timeline (by week) of your project plans. Feel free to submit a project management plan or other additional materials as necessary.

Evaluation Criteria

Describe how you plan to evaluate the project success.

Communication Plan

Describe how you plan to communicate with your faculty advisor.

Required Meetings with Faculty Advisor

List the date and times of at least three scheduled meetings with your faculty advisor. This does not include the initial set-up meeting. Deadline for the final meeting with your faculty advisor is the last day of finals week.

1. _____

2. _____

3. _____

Signatures

Student Name: _____ Signature _____

Faculty Advisor Name: _____ Signature _____

Director of Student Affairs Name: _____ Signature _____

Academic/Research-Based Independent Study Checklist

Use this checklist to ensure you complete all independent study requirements.

☐ **Independent Study Proposal**

- ☐ Approved and Signed by Director of Student Affairs
- ☐ Approved and Signed by Faculty Advisor

☐ **Credit Request form**

- ☐ Submitted to MBA Program Office (with proposal attached)

☐ **Registration for Independent Study Credits** (*MBA Program Office will complete registration and send an email confirmation*)

☐ **Faculty Advisor Meetings**

- ☐ Meeting #1 Date: _____
- ☐ Meeting #2 Date: _____
- ☐ Meeting #3 Date: _____

☐ **Project Deliverables** (Final versions of Paper, PowerPoint, etc.) Deadline: Submission of the final deliverables—including participation in the colloquium— **must occur by the last day of the final examination week.**

- ☐ Provided to Faculty Sponsor by agreed upon date

☐ **End-of-Quarter Independent Study Colloquium**