

# GUIDELINES & APPLICATION FOR INDEPENDENT STUDY

## School of Business, Ithaca College

### NATURE AND PURPOSE

An independent study is designed to allow students to pursue academic topics in greater depth than the coverage of the topic in a class. It normally involves formal, academic study resulting in a substantial, written paper as the final product. An independent study may cover a wholly new subject matter or it may greatly expand the subject matter coverage in a regularly offered course. In either case, it must delve deeply into the subject matter and may not be used in lieu of a regularly offered course. Independent studies projects may vary by topic and student, but, at a minimum, a student can expect to submit a 20 page, double spaced paper with formal citations<sup>1</sup>. It may be taken for 1-3 credits per semester. No more than 6 credits of business/accounting independent study may be taken while studying for a baccalaureate degree.

### STUDENT QUALIFICATIONS

Students must have a minimum of a 3.0 cumulative grade point average and have completed at least 6 credits in the subject matter of the independent study.

### APPLYING FOR AN INDEPENDENT STUDY

To promote successful completion of the Independent Study and a quality outcome, the application process is divided into three stages: (1) defining the research/study question; (2) developing a formal proposal; and (3) completing and submitting the final paper.

#### **I. Defining the Research/Study Question** (Submit to Faculty Sponsor)

- Student develops the following and submits in written form to a potential faculty sponsor
  - Concise statement of the research/study question
  - Literature review citing a least five research journal articles<sup>2</sup> on which independent study will be based and what each article contributes to defining the research/study question<sup>3</sup>
  - Course review citing the specific coverage the topic has received in each applicable course student has taken
  - Statement of the research/study outcomes anticipated by the student
  - Student develops a reading list of other research journals and other sources that he/she expects to integrate into the study
- Faculty member establishes expectations and grading criteria
- Faculty sponsor reviews, and accepts or declines to become a sponsor
- If the faculty member accepts the sponsorship of the student, that faculty member submits the proposal to his/her department chair and associate dean for preliminary review and permission to proceed.

## **II. Developing Formal Proposal** (Submit to Chair & Associate Dean)

- Student in conjunction with the faculty sponsor refines the research/study question
- Student refines and extends the literature review
- Student refines the research/study outcomes section
- Faculty sponsor writes a review of the feasibility of the research/study and details the structure for successful completion.
- Student and faculty discuss and commit to the process for the conduct of the research/study, including regular meeting times for discussing readings and writings, timetable for submission, review and revision of research, and deadlines for submission of preliminary drafts and final submission. The study should entail a minimum of 45 hours of work per credit hour.
- Student and faculty sponsor jointly submit the independent study proposal for review and approval by the faculty member's department chair and the associate dean (proposal should be attended by a copy of the student's Degree Navigator report for each of the student's academic programs and a student transcript)
- Upon approval, the associate dean's staff will register the student in the proper course

## **III. Completing and Submitting the Final Paper**

- Upon completion of the student's independent study, student submits a final copy to the faculty sponsor and to the assoc. dean.
- Faculty submits a grade (**Pass/Fail not an option**).

<sup>1</sup> A formal, recognized citation style must be used. Any one of the citation styles defined on the IC Library Homepage (APA, MLA, Chicago/Turabian, or CBE) may be used, but other styles may be accepted as long as they are approved by the faculty member and associate dean.

<sup>2</sup> Reference Footnote #1

<sup>3</sup> Student must base research on and cite at least five "peer reviewed research journal" articles using the citation style. At this stage, most students will want to use "Proquest Direct" and "Lexis/Nexis Universe" electronic databases and will want to limit their inquiries to pertinent research journals articles, not newspapers, magazines, or practitioner works. Student may find the link entitled, "How to Identify a Scholarly Article", under the electronic databases area of the IC Library Homepage helpful with respect to understanding the intricacies of research and scholarly articles.

**INDEPENDENT STUDY UNDERGRADUATE APPLICATION**  
**Please type or print neatly**

Date of Application: \_\_\_\_\_ ID Number: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Concentration(s): \_\_\_\_\_ Cumulative GPA<sup>1</sup>: \_\_\_\_\_

\_\_\_\_\_

Number of credits completed prior to study: \_\_\_\_\_

List of business courses related to the **independent study** topic completed (minimum 6 credits<sup>2</sup>):

**Please include: Course Number and Course Title.**

Course Number	Course Title
_____	_____
_____	_____
_____	_____

Semester the study will be under taken: \_\_\_\_\_

Number of credits proposed<sup>3</sup>: 1 2 3

Copy of the proposal (**attached**):  Yes  No

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
<sup>1</sup> Minimum GPA 3.0  
<sup>2</sup> List 2 courses that total 3 credits each  
<sup>3</sup> Number of credits allowed per semester 1-3.  
Maximum number of credits to be counted towards a degree program 6.  
Forty hours of learning equals one credit.

**FACULTY SPONSOR:**

Name: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**DEPARTMENT CHAIR:**

Name: \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**DEAN'S OFFICE:**

Name: \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date