

INDEPENDENT STUDY (590) COURSE WORK POLICY

Independent study courses are intended to provide a unique experience for the advanced MBA student through the opportunity to work on an individual basis with a faculty member.

The material covered by the independent study course should not be found in regularly scheduled graduate business course nor should the independent study be used as a means to take an undergraduate or undergraduate/graduate course for Graduate School of Business credit. Participation in such a course may, however, be part of the 590 experience.

The procedure for obtaining a 590 course should be initiated by the student well before registration for the planned semester of work. The student should contact a faculty member and arrange for the faculty member to supervise the project. The Kelley MBA office, as well as the graduate academic advisor, can advise the student which faculty members to contact given the student's area of interest. The student and the faculty member will jointly decide on the number of credit hours to be awarded. The MBA student may not receive credit toward the MBA degree for more than six (6) hours of 590 work.

A written proposal must be submitted prior to seeking authorization to register for semester of study and must contain:

- (1) the purpose of the proposed study and why the arrangement is appropriate;
- (2) the question or issue to be investigated and the general plan of attack;
- (3) the outcome or result and the form anticipated;
- (4) the standards and means proposed for interim, ongoing or terminal evaluation;
- (5) any unusual or special conditions relating to the character or the timing or supervision of the arrangement.

Although the faculty member may require more written documents, the above points should be outlined on the 590 approval form and signed by the student and instructor before submitting to the MBA office. After the Kelley MBA Office has obtained the remaining signatures, a copy will be provided to you, your instructor, and placed in your academic records file.