

Independent Study

Minimum Hours Requirement—Each credit of independent study should contain approximately as much time content as a one-credit course at JGSB, which is 12 hours of class time, plus an average of at least 24–36 outside-class hours, for a minimum total of 36–48 hours of work. Independent study projects can be accommodated in increments of 1.5, 2, or 3-unit independent study; 3-unit independent study projects should be less frequent. Credits will be apportioned based on the ratio provided above. Occasionally, a group independent study project may arise, though most independent studies will be undertaken by individual students.

The number of credits for an independent study should be negotiated at the beginning of a project. Increases to the number of project credit hours after the project overview has been filed with the JGSB Registrar must be approved by the Academic Standards Committee. The committee will rely on input from sponsoring faculty in making its decision about ex post credit increases. Requests to increase the number of project credit hours must be made before the end of the second week of classes in the term in which the project begins, except when a student is in their last semester, in which case such requests must be made before the end of the second week of the semester.

Restrictions—No student may take more than three credit hours of independent study during the course of the MBA Program without the approval of the Academic Standards Committee. If an independent study is proposed that would cause a student to exceed the three credit limit, the Academic Standards Committee will select two faculty members, other than the faculty member who will supervise the project, within the area most closely related to the study's academic content to review and approve the study. Independent study exceeding three credits in total should consider current policies restricting use of independent study as well as the incremental value of additional independent study in light of past independent studies. If the study does not align with any of the JGSB academic groups, the Academic Standards Committee will perform the review and make the final approval decision.

Independent study projects are for academic credit, not for hire. Students may not earn credit for paid research assistance.

Faculty Sponsorship—Independent study projects normally are sponsored only by full-time JGSB faculty. Students wishing for sponsorship by a part-time faculty member must submit a project overview to the Academic Standards Committee and obtain the committee's approval before the term(s) in which the project is to begin.

Common Requirements—The goal of independent study projects is to advance or deepen a student's knowledge or competency in a business discipline or activity.

To facilitate these goals, independent study projects generally fall into two broad categories: (1) directed reading and study resulting in a research paper or (2) an experiential or hands-on project resulting in an outcome such as an empirical analysis or a Web page/site with an executive summary of the "deliverable."

While the content of individual independent study projects are at the discretion of a student and the sponsoring faculty member, the JGSB would like to ensure relatively equal workloads per unit of independent study credit and some common requirements between independent study projects. To that end, students should:

1. Prepare and submit to the MBA Program Office an overview of the independent study project with number of project credits, anticipated final results, and a broad timeline of anticipated project milestones.
2. MBA Office will submit project proposal to the Dean's Suite for final approval and notify student of approval or denial.
3. If approved, meet to discuss the project with faculty, after the initial agreement on the project scope, at least once every two to three weeks.
4. Prepare a final paper (in the case of directed reading and research projects) or complete a concrete deliverable (for example, a completed webpage, computer program, survey results, empirical analyses, etc.) together with an executive summary of the project (in the case of experiential projects).
5. File a copy of student's final paper, or executive summary, with the faculty member and JGSB Registrar.

Applications—Independent study applications are available for interested students on the Jones School Registrar and Advising CampusGroups website. Completed and approved applications are due to the JGSB Registrar by the first week of the term in which the project will be completed. The student will be registered by the Registrar for an independent study for the appropriate credit amount once the final application is submitted and approved by the Dean's Suite.



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For Office Use Only

Course #: _____

CRN: _____

Posted By: _____

Date Posted: _____

Independent Study Course Application

Name of Student: _____ **Student ID:** _____

Faculty Sponsor: _____ **Credit Hours:** _____

Semester: _____ **Term:** _____

Type of Course: _____ Directed Reading and Study resulting in a Research Paper
_____ Experiential or Hands-on Project resulting in an Outcome
(such as an Empirical Analysis or a Webpage/site with an Executive
Summary of the "Deliverable")

Prepare and attach a detailed project proposal for your anticipated Independent Study. Proposals should be one to two pages in length and should specifically include your anticipated final results and a broad timeline of your project milestones.

Once your application is complete including student and faculty sponsor signatures below, please submit your proposal to your respective Student Services/Program Office for final approval(s).

Student:

I hereby certify that I have read the Independent Study Guidelines in full and understand the requirements I must fulfill in order to be granted the credit hours proposed above. I commit to completing my project by the final exam deadline of the term I have chosen.

Student Signature Date

Faculty Sponsor Date

Chair, Academic Standards Committee (if applicable) Date

Associate Dean of Academic Affairs Date