Independent Study Agreement
College of Management Graduate Programs
University of Massachusetts Boston

Independent Study Instructions and Guidelines

1. Identify a faculty member with whom you would like to work. You may approach any faculty member in the College of Management, but if you intend to earn credit from a particular department or for a certain specialization, your faculty member must also be in that department (Example: if you want finance credit, choose a finance faculty member).

2. Plan out what you want to accomplish with the Independent Study; this is a learning opportunity. Prepare ideas before approaching the faculty member, so you can make a meaningful proposal.

3. After the faculty member agrees to advise you, you must complete this form. The form must be signed by both you and the faculty advisor. Keep a copy of this form!

4. After the form has been signed by you and the faculty advisor, you will need to have the form signed by the Department Chair:
   - Accounting & Finance – Arindam Bandopadhyaya
   - Management & Marketing – Martin Calkins
   - Management Science & Information Systems – Pratyush Bharati

5. Once you have obtained all the signatures, you must bring a copy of this form to the Graduate Programs Office. It is not necessary to meet with the Program Director.
   a. Fall/Spring Registration: If all signatures are in place and the form is properly completed, you will be registered for the course. You will receive an email if there are any problems, otherwise you need to log into your WISER account to view updates and the addition of the course. The course will appear as one of the following: MBA AF 696, MBA MGT 696, MBA MKT 696, MSIS 696.

Please Note:

- Students are eligible to complete up to 2 Independent Study courses. Students completing 2 Independent Study courses must work with 2 different faculty advisors in 2 different departments (i.e. if your first Independent Study was in finance, the second cannot also be in finance)
- Independent Studies are not to replace course content that is already offered by the College of Management. Independent Studies are also not to be completed to accommodate students’ schedules.
- Students who are completing the Master’s Thesis Option (MTO) may not work with their MTO advisor for an Independent Study.
- Students who participate in the Master’s Thesis Option are also eligible to pursue an Independent Study during the same time as the MTO. Any such Independent Study must be with a CM faculty member other than their MTO advisor.

Date: ____________________________  Semester to begin Independent Study: ____________________________  

Student Name: ____________________________  Semester to complete Independent Study: ____________________________

Student Email: ____________________________

Faculty Advisor Name: ____________________________

Faculty Advisor Email: ____________________________

Number of Credits: ______  Degree Program: ____________________________

Specialization (if MBA): ____________________________

Academic Rationale for pursuing an Independent Study:

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## Project Objectives and Goals:

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## Description of Project and Methodology:

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## Expected Outcomes:

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## Method of Evaluation and Assessment of Outcomes:

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### Approval Signatures (3 signatures required for enrollment)

**Faculty Advisor:** ___________________________  **Date:** __________

**Department Chair:** ___________________________  **Date:** __________

**Graduate Programs Advisor:** ___________________________  **Date:** __________