### 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. A list of College of Management Faculty can be found here: [https://www.umb.edu/academics/cm/faculty_staff/faculty](https://www.umb.edu/academics/cm/faculty_staff/faculty)
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. **Keep a copy of this form!**
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.
4. After the form has been signed by you and the faculty advisor, you will need to have the form signed by the appropriate Department Chair:
   - Accounting & Finance – Kiran Verma
   - Management – Alessia Conu
   - Marketing – Raymond Liu
   - Management Science & Information Systems – Peng Xu
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.

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**Date: __________________**  
**Semester to begin Independent Study: __________________**

**Semester to complete Independent Study: __________________**

**Student Name: __________________**

**Student Email: __________________**

**Faculty Advisor Name: __________________**

**Faculty Advisor Email: __________________**

**Number of Credits:_______**  
**Degree Program: __________________**

**Specialization (if MBA): __________________**

**Academic Rationale for pursuing an Independent Study:**

(continued on reverse side)
Project Objectives and Goals:


Description of Project and Methodology:


Expected Outcomes:


Method of Evaluation and Assessment of Outcomes:


Approval Signatures (3 signatures required for enrollment)

Faculty Advisor: _______________________________ Date: ____________

Department Chair: _____________________________ Date: ____________

Graduate Programs Advisor: ______________________ Date: ____________