

**VILLANOVA SCHOOL OF BUSINESS
PROPOSAL FOR INDEPENDENT STUDY
UNDERGRADUATE PROGRAM**

PURPOSE: The purpose of an Independent Study is to provide a student the opportunity to examine a business-related subject in depth under the guidance of a VSB faculty member, and to produce a deliverable to demonstrate this learning. The student should expect to meet periodically with the sponsoring faculty member and to understand that the faculty member may require a number of revisions to the deliverable before a final grade can be awarded. When successfully completed, the Independent Study will fulfill a major elective requirement or three free elective credits toward satisfying degree requirements.

ACADEMIC STANDING REQUIREMENTS: Junior standing; completion of the core course in the discipline of the independent study.

REGISTRATION: To register for the Independent Study, the student must complete the following steps:

- Prepare a proposal as outlined below and submit the proposal to a sponsoring full-time faculty member for approval;
- Once approved by the faculty member, the proposal will be submitted for approval to the Chair of the appropriate academic department;
- Once approved by the Chair, the proposal will be submitted to the Associate Dean, Undergraduate Business Programs for final approval. Once approved, the student will be registered for the Independent Study.

Note: To qualify to register for a second independent study, a student must have a received a grade of at least a “B+” on the first independent study. The topic of the second independent study must be sufficiently distinct from the first. If a student is a double major, two distinct independent studies may satisfy a major elective requirement in each major. (Prior approval is necessary)

PROPOSALS MUST BE SUBMITTED TO THE ASSOCIATE DEAN, UNDERGRADUATE BUSINESS PROGRAMS BY THE LAST DAY OF THE PREVIOUS SEMESTER.

CONTENTS OF PROPOSAL: The proposal submitted by the student must include the following:

I. COVER PAGE

- Title
- Student's Name
- Date
- Semester
- Sponsoring Faculty Member

II. PURPOSE OR OBJECTIVE: While it is not expected that the student will be able to predict the outcome of the study, it is expected that the student will be able to clearly define the purpose of the project. General statements such as “to study advertising on cable television” or “to study multi-national corporations” are not acceptable. There must be a specific objective in mind before the project can be approved.

III. METHODOLOGY: A student will provide a detailed explanation of the approach to be followed to conduct the proposed study, including but not limited to a literature search, data collection, and data analysis.

IV. BIBLIOGRAPHY: Where it involves a review of the literature, it is expected that a bibliography will be included with the proposal. Of course, additional sources that the student finds after the proposal has been approved must be subsequently included.

V. OTHER SOURCES: Any other sources from which information will be gathered should be included as well.

VI. SCHEDULE: Independent Studies must be completed in one semester. The student should include the proposed schedule for completing this project. With the permission of the sponsoring faculty member and the department chair, the proposed schedule may be subsequently amended.

VII. PRIOR STUDY OF TOPIC: Indicate if you have studied the proposed topic in a previous course. Give the course name and professor. If a paper related to the proposed topic was completed for the course, attach it to the proposal.

VIII. SATISFACTION OF DEGREE REQUIREMENTS: Indicate if the independent study will satisfy a *major elective* or a *free elective*.

IX. SIGNATURES: The following signatures must be included with the proposal: Student, Sponsoring Faculty Member, Department Chair, and Dean or Associate Dean. (Please include specific spaces at the end of the Proposal for these signatures)

COMPLETION AND GRADING OF THE PROJECT: A final copy of the project must be submitted by the faculty sponsor to the appropriate department Chairperson with a suggested grade for the project. The department Chairperson, at his/her discretion, will either (1) evaluate the project for the purpose of assigning a grade, or (2) assign a member of his/her department to evaluate the project for the purpose of assigning a grade. If the Chairperson (or appointee) concurs with the grade assigned by the faculty member, the Chairperson will then sign the project. The faculty sponsor then submits the final grade and the project report to the Clay Center for final approval. If the Chairperson (or appointee) does not concur with the assigned grade, it is the responsibility of the Chairperson (not the appointee) to mediate the assigned grade until both graders concur on the grade to be assigned. Once agreed upon, the Chairperson signs off on the project and the faculty sponsor submits the project to the Clay Center for final approval.

POSSESSION OF THE INDEPENDENT STUDY: Once a final grade has been submitted for the Independent Study, the Independent Study will become the property of the University. Students who would like to have a copy of the Independent Study should make a copy prior to submitting it for a final grade.

The Clay Center will maintain a file of all completed Independent Studies that will be accessible to students and faculty. Any student who submits a proposal and an Independent Study should understand that the information contained in the Independent Study will not be considered confidential and will be open to review by other students and faculty members.