


PROVIDENCE COLLEGE

 **MBA Program**

Independent Study Proposal Guidelines

STUDENT SECTION:

(Students must be enrolled in the MBA program in order to complete an Independent Study)

An Independent study should be completed by students interested in gaining knowledge or researching a specific topic. Students should first determine the topic they wish to study. After a topic is determined, students should contact a faculty member that is either a full time or special lecturer in the PCSB. After a topic and faculty member have been selected, the student needs to complete the independent study form and obtain approval(s).

Deadline: We recommend that the Independent Study process be completed, signed by all designated parties, and submitted to the MBA office by the start of the semester. The student is responsible for following the Academic Calendar regarding deadlines, penalties, and fees associated with this request.

Learning Agreement/Syllabus

All Students interested in pursuing an Independent Study must submit a learning agreement/syllabus signed by the faculty member and student. The agreement should address the following areas:

- Learning objectives/goals of the Independent study
- List the readings, projects, seminar participation, evaluations, assignments or other academic components required for successful completion of the Independent study
- Timeline and/or dates for completion of assignments
- Method of grading and grading scale (**Cannot be Pass/Fail**)
- Describe arrangements for contact with faculty advisor and frequency of meetings (e.g. seminar, individual meetings, e-mail, phone, etc.)
- Please list any additional requirements

NOTE: *Revisions and additions to the learning agreement can be made by mutual consent.*

(Please PRINT)

Student: _____ Banner ID#: _____

Phone (Home): _____ Phone (Work/Cell): _____

E-mail: _____

Faculty Instructor: _____ Phone: _____


Faculty Instructor's Email: _____

Course Title/Number: _____ Grading: (Letter)

Semester: Fall, Spring, or Summer/ Year: _____ # Credits: _____

Independent Study courses are normally 3 credit hours. Please indicate if this course is being used to meet a requirement. If so please indicate: elective, core, or concentration. _____

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Student signature Date

Faculty Advisor signature Date

MBA Director Date

FOR MBA OFFICE USE ONLY:

Method of Payment:

- Financial Aid Type of Aid: _____
- Check/Money Order (Make check payable to Providence College)
- Faculty Stipend
- Third Party Voucher
- Credit Card VISA ____ MASTERCARD ____

Card Number: _____ Expiration Date: _____

Student Signature: _____

Other _____

FOR OFFICE USE ONLY:

Payment Received: _____ Concentration: _____

Date Registered: _____ Requirement: _____