

Student Request for Independent Study, Directed Study or Special Project

Owen Graduate School of Management

(If working in a group, *each* group member must complete a form.)

If you are interested in exploring whether academic credit is suitable for the project you are completing with a company, here are the steps.

- 1) Consult with a full time faculty member at Owen (i.e., not an adjunct faculty member, unless you working with two faculty – one of whom is a full time tenured or tenure track faculty member). The full time faculty member will be your Advisor.
- 2) Complete this form (available in Suite 209, Office of Academic Programs) and the following steps:
 - a. Lay out the objective of the project.
 - b. State how the project fits in with your course of study.
 - c. Explain the deliverables (paper, position statement, presentation, etc.,) that you anticipate providing to your advisor so they can approve the work.
- 3) Once completed, meet with your advisor to determine the appropriate number of credit hours and how the project will be graded (pass/fail or the conventional grading system – SP, HP, P, LP).
- 4) When you and your advisor agree on the expectations, each of you will sign the form. You will submit the signed form to Academic Programs and the project will be entered in Y.E.S and appear on your schedule.
- 5) Students who wish to receive academic credit for projects with organizations are also required to submit, at the conclusion of the project, a one-page “end-of-project debrief” with Academic Programs. This debrief identifies:
 - a. Name of the organization
 - b. Nature of the project work (what work you actually did)
 - c. A short description of the value of the project to your MBA education

NOTE: All independent study projects are equivalent to an Owen mod course (expected hours of effort are detailed on page 3 of this form); therefore, you may not undertake an independent study as a 5th class or overload. Only 1 independent study will be approved and earn credit per mod. Please keep in mind that academic credit is not automatically applied to unpaid internships or project work. To receive credit, you must meet the conditions described above which, in most cases, require you to complete additional tasks outside your direct work with the company.

STUDENT INFORMATION

Name: _____ Date: _____

Program: ___ First Year MBA ___ MSF
 ___ Second Year MBA MAcc MMARK

SPONSORING COMPANY (if applicable)

Company Name:
City and State:
Contact at Company:
Email or contact number:

PROJECT DETAILS

Name of Faculty Advisor(s) (REQUIRED): _____

Proposed Module of the work:

Mod I ___ Mod II ___ Mod III ___ Mod IV ___

Grading and Credit Hours: (No changes permitted after submitting this form):

Special Projects, Independent Studies, and Directed Studies receive 1-2 credit hours and are graded using the relevant Owen grading scale or on a Pass/Fail basis. Please initial your understanding and agreement below on both the Credit Hours and Grading:

_____ I expect to receive _____ Credit Hours

_____ I understand that this work is graded using the relevant Owen grading scale (SP, HP, PA, LP for MBA, MSF, MMARK). (A, A-, B, B- for MAcc)

OR

_____ I understand that this work is graded Pass/Fail

If this project is approved for credit toward a concentration, Advisor signature is required:

_____ Concentration _____ Credits _____ Signature

Start Date: _____ **Finish Date:** _____

Description: Provide an attachment that addresses the following points

- (a) Describe what you plan to achieve. Include specific learning objectives that will be fulfilled by this work.
- (b) Describe the approach or approaches you will use to achieve these learning objectives.
- (c) Provide a reading list that includes the articles, books, and other sources you plan to consult in the context of this work.
- (d) Describe the interim and final deliverables that you will produce. Be certain to specify the final product that will provide evidence of the work and learning that will be graded by the project's faculty advisor.

Academic Objectives: Will there be a formal presentation or printed report at the conclusion of this work?
Yes _____ No _____

Committed Work Hours: _____ Hours Committed Per Week to the Proposed Work
_____ Anticipated Total Work Hours Committed to the Proposed Work

STUDENT & FACULTY ADVISOR SIGNATURES

Student Statement of Understanding:

I have completed this Petition and the information contained herein is accurate. I understand that it is **my responsibility** to update this information and to provide an Amended Petition to the Office of Academic Programs and the faculty advisor for review should the scope of this work change. I further understand that I am responsible for all the deliverables listed above and that credit will not be awarded until evidence of my work has been submitted and graded by my faculty advisor. I understand that I cannot receive any compensation for this work because I am earning course credit. Furthermore, I understand the Library databases are to be used for academic purposes only; I am able to utilize Library resources, quote essential data or information, synthesize what I learn into my own work product, and cite my sources. I understand that I cannot enable the direct access to Library database content to any outside organization; I am not able to download proprietary data or reports in whole and add them to my work product, even in the form of an addendum or appendix.

Student Signature

Date Signed

Faculty Advisor Statement of Understanding:

I affirm that this project is:

- Consistent with the philosophy and objectives of the Vanderbilt University graduate business program in which the student is enrolled (e.g., MBA, MAcc, MSF, MMARK).
- Equivalent to other Owen courses in terms of rigor, academic quality, and workload for the credit hours to be earned. A two-credit hour Owen course is expected to generate approximately 84 hours of effort (21 hours in-class during the 7-week mod and 3 hours of outside class time for every 1 hour in class). A one-credit hour course is approximately 42 hours of effort (in and out of class).
- Does not duplicate content covered in an existing course.
- A unique and independent contribution to knowledge, with specific questions to be answered, yet of general interest, not merely a consulting project without academic content.

My signature indicates that I have met with the Student, reviewed the above proposal, and that I agree to supervise this Study.

Printed Faculty Name

Faculty Signature

Date Signed