

## **Independent Study Contract – 499**

□ Bothell Student □ ELC Student				
Quarter:	Year:	# of Credits*:		
*Note: A maximum of 1	0 credits of Independent Study & Interns	ship may count toward the Business o	egree. 1 credit equates to ap	prox. 5 pages
Name:		Stu	dent #:	
Email address:Telephone #:		:	_	
Core Courses Co	ompleted? Yes No	# of Previous 497/4	99 Credits:	_
Faculty Sponsor	(Print name):			_
Options: - Accoun Bothell Concentra TIM – Self	r Options and/or Concentration  iting – Marketing* – Supply Cha  ations: Management – Finance  Directed  ons: Finance - General Busines	in Management* e – Management – Marketing -	MIS – Retail Managem	nent –
Γitle of Project:				
(where appropri specific option/o	d outline to include a title, iate), plus a bibliography concentration, write the operagree to this independent st	of appropriate sources. I tion/concentration here: _ udy contract and the attach	f you want to use	this study for a
F	Print name	Signature	Date	
Faculty Sponsor: Assoc. Dean of Undergraduate P	Print name	Signature	Date	
ondergraduate F	Print name	Signature	Date	
	ı	For Office Use Only		
<u>497 SLN:</u>	Faculty Name/Code:	Regist	ered by:	<u>Date:</u>
Core Completion	n. Cum GPA.	Previous 197 Crs	Previous 199 Crs.	



## To be eligible, students must:

- Demonstrate adequate preparation, evidenced by satisfactory completion of course work in the area of proposed research.
- Have core classes completed. (*Bothell students*: B BUS 300, 307, 310, 320, 340, 350/*ELC students*: ELCBUS 300, 301, 310, 320, 330, 340, 350, 380, 382-W)
- Be in good academic standing with a cumulative GPA of 3.0.

Independent Study projects usually last for an entire quarter. For a typical research paper, it is expected that a student will write 5 double-spaced pages per credit hour. This means that if you enroll for 5 credits, you are required to submit a 25-page research paper.

## **Independent Study Instructions for Students:**

- 1. Seek an Academic Sponsor to discuss your ideas or express your interest on a research project. The Academic Sponsor may be full or a part time Business School Faculty
- 2. Once you have an Academic Sponsor, discuss the Independent study Contract and the details of your project.
- 3. Attach a separate sheet addressing the title, thesis statement, bibliography, etc.
- Submit Independent Study Contract with all required signatures to the Undergraduate Advising
  Office in UW1-381for approval. Please submit all documents by your assigned registration
  date.
- 5. Once approved by the Associate Dean, an Advisor will add the student into BBUS 497.

## For Office use only – Processing Instructions

- 1) Check all information filled out. Especially: Option/Concentration, Faculty Sponsor, Title, Option/Concentration Credit
- 2) Date stamp
- 3) Check "office use only box" for core completion, cum. GPA, and previous 497/499 credits
- 4) Enter in Independent Study (499) spreadsheet
- 5) Put in Independent Study (499) folder for Associate Dean
- 6) Once a decision is made put in spreadsheet
- 7) Give to Advisor to register and initial
- 8) Send decision email template with registration information
- 9) File