

399/750 Independent Study Project Process & Registration Notes

1. Determine with your sponsoring faculty if your project is an academic research or action-based learning (ABL) project. (See next page.)
2. Prepare a one-page summary of the proposed project, including a description of the research or ABL project and deliverables, after discussions with your sponsoring faculty member. For an academic research project you are required to submit a research paper. For an ABL project the deliverables can vary (e.g., a business plan or case study), but they must also reflect academic rigor.
3. Complete the *Registration Application: Independent Study Project* form, including the signatures of your Faculty Sponsor, the appropriate Department Chair person and the Associate Dean, indicating they have approved the project. Be sure that the approving individuals both print and sign their names. In general, the sponsor must be a regular faculty member. Note that Ph.D. students and non-Business faculty *do not qualify* to sponsor you for Ross 399/750 projects.
4. Submit the completed application form and your one-page project summary to Academic Services in E2420 (incomplete forms will not be accepted). Walk-in assistance is available Monday - Friday, 9:30 am to 11:00 am and 2 pm to 3 pm. (Evening MBA students should contact rossacadservices@umich.edu for assistance.) Within 2-3 days, the Academic Services staff will e-mail you with the information you will need to register for the course, including: course number, section number and number of credits. Please note: You must register for independent study project credits during the term in which the work is completed. Tuition will be charged for the term in which you are registered for the coursework.
5. Please be sure to complete the *Independent Study Project Report* form and submit it to your faculty sponsor along with your final project. This will be used when the final electronic version of your paper is stored using the University's [Deep Blue](#) service. This permanent, safe, and accessible service is where you will find and the Library preserves the best scholarly and artistic work done at Michigan by faculty, staff, and student scholars.
6. Submit your final research paper or ABL deliverable(s) with the *Independent Study Project Report* form to your faculty sponsor no later than final exam week. Be sure to allow enough time for your professor to read your paper, write an evaluation, and assign a grade. Provide your instructor with both a hard copy and electronic copy of your project deliverables.
7. Have your instructor submit your final project materials (electronically) to our Kresge Library. These documents will be stored using the University's [Deep Blue](#) service.

Contact Academic Services if you have any questions about these procedures.

734-647-4933 // rossacadservices@umich.edu

Independent Study Project Guidelines

Ross independent study projects may be either academic research or action-based learning projects.

Academic Research Projects address a specific research question (e.g., how is globalization affecting a particular industry or sector in a particular country). A literature review with an intellectual focus on a specific topic in an academic business field will typically be included. The main component of the paper will be an analysis of the research question, based on the literature review as well as the student's own research and examination of the issue or issues. As such, the focus of the student work will be research-based and the final document will be carefully documented as appropriate for academic research papers. Credit hours assigned to such projects correlate somewhat (but not exclusively) with this guideline:

45-65 hours of research	1.0 credits (minimum)
65-85	1.5 credits
85-135	2.0 credits
135+	3.0 credits (maximum)

Under faculty guidance, these research papers may take the form of compare-contrast, extended analysis of a problem with suggested solutions, etc. The paper may spring from the sponsoring faculty's research base or the student's interest building off a prior class. The end product will be a polished academic paper ready to be filed electronically in the Kresge Business Library.

Action-Based Learning Projects will have wider varieties of methodology and end products. Some typical examples include:

- Developing a business plan for a new venture, including all facets (feasibility, marketing, financing, communication, sustainability).
- Developing a competitive analysis of two (or more) current marketplace contenders, with summary predictions based on financial analysis.

Under faculty guidance, these action-based learning projects will typically generate a summary paper or case study, a professional-level presentation, a software product, etc. The end product will be filed electronically in the Kresge Business Library.

For either type of project, sponsoring faculty and student(s) should meet in person or online approximately once per week, with the student providing check-point deliverables such as rough drafts, outlines, or components of an action-based project.

Notes:

1. Enrollment in Ross School of Business independent study project courses is open only to students enrolled at the University of Michigan – Ann Arbor who are in good academic standing.
2. Our 399 classes are restricted to BBA students in their second or third year of the BBA program and to non-Ross undergraduate students who have attained at least third-year standing (55 credit hours) prior to the term in which they will be registering. Undergraduates are not eligible for 750 classes.
3. BBA and MBA students may elect one project course per term, up to a maximum of three over the course of the program, not exceeding seven credit hours in total. MAcc students are allowed up to three credits of Independent Study course work.
4. The faculty member submits the paper electronically to the Kresge Business School Library.
5. Completed projects include (in this order): *Independent Study Project Report* form, project content, and project sources documentation.
6. Style and notation standards for research papers may be based on either The Style Manual of the University of Chicago Press or A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate Turabian. Please follow the guidelines from either of these resources.
7. The Ross School of Business expects all students and faculty to follow guidelines for careful citation of sources. Guidelines to avoid plagiarism can be found at <http://www.bus.umich.edu/Academics/Resources/communityvalues.htm>

Registration Application: Independent Study Project

Please complete and submit this form – with your one-page project summary – to Academic Services at least three weeks prior to the last day of classes for the term in which credit is requested. You will receive communication from Academic Services regarding registration steps to add this course to your schedule.

Term and Year (Winter 2009)*	Field (ACC, FIN, MKT, etc.)	Credit Hours Assigned
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- **Please attach a one-page summary of proposed project, including a description of the project and deliverables**
- **Please check one:**
 - _____ **This project is an academic research-based project**
 - _____ **This project is an action-based learning project (see Process Notes)**

Faculty Name (printed)	Faculty Signature	Date
Acceptance of Project Supervision		

Dept Chair Name (printed)	Dept Chair Signature	Date
Approval of Project Summary		

Associate Dean for Degree Programs	Associate Dean Signature	Date
Final Approval		

8. This is my [1st/2nd/3rd] (circle one) registration for an independent study project, and I have received previous credit for _____ hours of independent study courses.
9. Project is (check one): Group ___ Individual ___ and #399 (undergrad) ___ #750 (grad) ___
10. Student Status (check one): BBA ___ MBA ___ MAcc ___ Non-Bus ___

Student Name – printed	Student ID#	Email Address	Telephone
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Student Signature _____ Date _____

*** Tuition will be charged for the term in which the student is registered for coursework.**

OFFICE DATA: Dept. _____ Course (circle one) 399/750 Sec# _____ Class # _____

Hours of credit assigned _____ Staff Signature _____ Date _____



Ross School of Business at the University of Michigan

Independent Study Project Report

TERM :

COURSE :

PROFESSOR :

STUDENT :

TITLE :