INDEPENDENT STUDY AGREEMENT DIRECTIONS

To be completed the semester you take a 490 course for credit.

1) Complete the attached form and have your project advisor sign, (if you do not know who that person is, go to the department chair and have one assigned). We need your signature and the signatures of your project advisor and department chair.

2) Turn the form into the Business Undergraduate Programs Office, 1200 Gerdin Business Building and they will make duplicates.

3) You **ALSO** need to process a 490 add slip. Fill out the add slip and get the Classification Officer’s signature, 1200 Gerdin Business Building. Take the form to 10 Enrollment Services Center to be processed.
INDEPENDENT STUDY 490 - POLICY AND PROCEDURE

The pedagogical intent of the Independent Study 490 is to provide a research experience for students supported by a faculty member from the College of Business.

1. Each independent study must generate a research project and a documented paper under the direction/guidance of a faculty member. Only in exceptional cases should Independent Study 490 be used to substitute for a course in the student's curriculum.

2. All tenure/tenure track faculty in the College of Business are authorized as 490 project advisors. In addition, other faculty members may serve at the discretion of the department chair. It is up to the faculty member to agree to or decline to serve as a project advisor.

3. Students must complete the Independent Study Agreement and return the signed copy to the Business Undergraduate Programs Office, 1200 Gerdin Business Building. They will make duplicate copies. You may then register for the course. It is expected that you register for the course the term the project is completed.

4. A system of project advisor identification has been designed to identify the advisor for each student. Each department chair will be notified by the faculty member of the project using the appropriate Independent Study Agreement form available in the Business Undergraduate Programs Office. The department chair will assign a reference number to each project and a class list will be printed by the Registrar following completion of registration by the student.

5. Employment and internships do not constitute, in and of themselves, a sufficient basis for 490 credit. If the experience generates research project potential, then credit can be negotiated.
INDEPENDENT STUDY AGREEMENT
College of Business
Iowa State University

Name
____________________________________

Address
____________________________________

Phone No. ____________________________ University ID No. _______________________

Project Faculty Advisor
____________________________________

Course Number ______ No. of Cr. ______ Date of Completion _____

Project Title
____________________________________

____________________________________

____________________________________

Please prepare a short statement of two or three paragraphs stating the nature of this project and how you intend to complete this work.

Student Signature Date Project Advisor Signature

Dept. Chair Signature Date Reference No.

* cc: Student ____________
    Student File ____________
    Faculty Advisor ____________
    Business Undergraduate Programs Office
    1200 Gerdin Business Building

* Business Undergraduate Programs Office will make duplicates