



**University of Washington Bothell  
MBA Programs  
BBUS 600 Independent Study or Research (1-4 credits)**

The MBA Program at the University of Washington Bothell is committed to providing graduate students with the opportunity to earn independent study or research credit for working closely with faculty on research projects. Well-designed and implemented independent study or research projects provide students the opportunity to develop and conduct largely self-designed research projects in collaboration with campus faculty.

Typically, students do independent studies only after they have completed at least the first four academic quarters of study. Faculty willingness to sponsor independent studies depends on their own interest in the topic, their perception of the student's commitment and the availability of faculty time.

Before starting a project, students must demonstrate adequate preparation, as evidenced by grades, previous courses and/or work experience in the area of proposed research. During the project the student will apply, critique and extend knowledge they have gained in the classroom. Students can seek out new theory or evidence relevant to a particular research question and produce a final report which presents their insights and recommendations in an academically rigorous manner.

BBUS 600 Independent Study or Research counts as elective credit within the MBA Program. **\*Note:** A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.

### **The Partners in the Independent Study**

#### *Student*

As a part of the independent study or research, you must complete all assigned tasks meeting mutually agreed upon criteria. It is your responsibility to initiate and complete the development of the research proposal and get approval from a faculty member. It is your responsibility to meet all deadlines as associated with the completion of all assignments and outcomes associated with the project.

#### *Faculty Sponsor*

A faculty member must sponsor your independent study or research project. The role of the faculty member is to work with you throughout the project, assist you in developing your goals, meet with you on a regular basis to discuss your project, and assess your achievements at the conclusion of the contract.

### **Identifying an Independent project**

At least a quarter before you plan on registering for the independent study or research credit, we recommend that you talk to a faculty member and start planning your research. When searching for a faculty member to work with you, talk with faculty who have an interest or expertise in the area you want to learn more about. Present a potential sponsor with clear goals and structure for your

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independent study. The clearer you are in presenting your goals, the more likely you are to obtain their guidance.

Faculty profiles are located at: <http://www.uwb.edu/business/people/faculty/>.

### **The Independent Study or Research Proposal**

Prior to registration, a faculty sponsor must approve a student-initiated 1-2 page proposal. The proposal should include: a title, tentative thesis statement, detailed outline of what you are going to do, theory and methods to be used (where appropriate), plus a bibliography of appropriate sources. It also must include your name and student number, the quarter and year of the project, the number of credits for the project, and the name of the Faculty Sponsor. The proposal must be in the form of an outline that is signed by both you and the Faculty Sponsor.

### **The Research Paper**

For a typical research paper it is expected that a student will write at least five typed, double-spaced pages per credit hour. The faculty sponsor can assist you in structuring your final paper.

### **Credits and Time Commitment**

Independent study or research projects typically last for a quarter. Projects can be taken for a variable amount of credit from 1 to 4 credits with a maximum of 12 credits. (*\*Note: A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.*) When choosing the number of credits for your independent study, please consider the amount of time you have each week to spend working at an independent study.

To conform to other course standards, it is expected that you will participate in 3 hours of research activities per credit per week for 10 weeks. This means that a 4 credit hour independent study will involve 12 hours of research each week (3 x 4 hrs.), including scheduled meetings with a Faculty Sponsor.

### **Registration**

You will be registered for BBUS 600 once you have developed a proposal that both you and the faculty sponsor have signed. Bring the original of the signed contract to the MBA Programs Manager who will arrange for review and approval by the Associate Dean, Graduate Programs. After that, the manager will register you for BBUS 600.

Please be aware that registration for BBUS 600 follows the guidelines in the Time Schedule for registration. If your research proposal is not complete until after the registration deadlines, your registration will be subject to the late registration procedures and fees.

### **Completion Criteria**

Your Faculty Sponsor will grant academic credit when you have submitted your research paper satisfactorily. BBUS 600 Independent Study or Research is graded on a credit/no-credit basis.



MBA Programs

**BBUS 600 - Independent Study or Research Contract**

<b>Name:</b>		<b>Student #:</b>	
<b>Email address:</b>		<b>Telephone #:</b>	
<b>Quarter:</b>	<b>Year:</b>	<b># of Credits:</b>	
<b>Title of Project:</b>			
<p>Attach a detailed outline, 1-2 pages, to include a title, proposed thesis statement, theory and methods to be used (where appropriate), plus a bibliography of appropriate sources.</p> <p><b>Note:</b> BBUS 600 credits are elective credits. BBUS 600 is graded on a credit/no-credit basis.</p>			
The undersigned agree to this Independent Study or Research contract and the attached proposal.			
<b>Student:</b>			
Signature		Print Name	Date
<b>Faculty Sponsor:</b>			
Signature		Print Name	Date
<b>Associate Dean, Graduate Programs:</b>			
Signature		Print Name	Date

<b>For Office Use Only</b>	
Course: BBUS 600	SLN:
Faculty Name:	Faculty Code:
Registered By:	Date: