Independent Study Contract – 499

☐ Bothell Student  ☐ ELC Student

Quarter: __________  Year: ___________  # of Credits*: __________

*Note: A maximum of 10 credits of Independent Study & Internship may count toward the Business degree. 1 credit equates to approx. 5 pages

Name: ____________________________________________  Student #: ______________

Email address: ________________________________  Telephone #: ______________

Core Courses Completed? Yes ___  No ___  # of Previous 497/499 Credits: ______

Faculty Sponsor (Print name): ________________________________

Please circle your Options and/or Concentrations: *Offered at Bothell and ELC

Options: - Accounting – Marketing*  – Supply Chain Management*
ELC Concentrations: Finance - General Business - International Business - Self Directed

Title of Project: ______________________________________

__________________________________________________________

Attach a detailed outline to include a title, proposed thesis statement, theory and methods to be used (where appropriate), plus a bibliography of appropriate sources. If you want to use this study for a specific option/concentration, write the option/concentration here: _________________________

The undersigned agree to this independent study contract and the attached proposal.

Student: __________________________________________

Print name  Signature  Date

Faculty Sponsor: _______________________________________

Print name  Signature  Date

Assoc. Dean of Undergraduate Program: ________________________________

Print name  Signature  Date

For Office Use Only

497 SLN: ___________________

Faculty Name/Code: ___________________

Registered by: ___________________

Date: ___________________

Core Completion: ________  Cum GPA: ________  Previous 497 Crs: ________  Previous 499 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.
4. Submit Independent Study Contract with all required signatures to the Undergraduate Advising Office in UW1-381 for 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.

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**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