INDEPENDENT/DIRECTED STUDY

Students who wish to do an independent/Directed Study (MKTG497) must obtain permission and signatures from the Instructor supervising the study and the Department of Marketing Chair.

1. Get the “Agreement for independent Study Curse” form from the Department of Marketing, CBA 354.

2. Find a Marketing Faculty member who is interested in working with you.

3. Get the Faculty member’s signature.

4. Return the form to the Department of Marketing, CBA 354, and obtain your own copy of the agreement.

TO AVOID A LATE ADD PENALTY, you should prepare your proposal and obtain approval and signatures BEFORE classes begin or during the first week of instruction.

At the end of the semester, the instructor receives grade rosters listing his/her enrolled Independent/Directed Study students. Grades are assigned to those students listed on the roster. If your name is not printed on the grade roster, you are not enrolled in the class. Make sure that you enroll in the correct section. If you enroll under the wrong instructor, you will NOT receive credit for the class.
AGREEMENT FOR INDEPENDENT STUDY COURSE

Instructions: To enroll in an independent study, research, or independent internship course, bring the completed form to the office of the department offering the course. All information must be included, and the agreement must be signed by both the instructor and the student. The department will then provide enrollment instructions.

Student _____________________________________________________________ ID ______________________
(Print last name first)
Address _____________________________________________________________ Phone: __________________________
(Street) (City) (Zip) Email: __________________________

Course No. __________________  Units ________  Semester and year ____________ Instructor ___________

Description of intended work and outcome. All parts MUST be completed. Use back of the page for additional information, if needed.

Tasks to be undertaken:

Schedule of meetings with instructor:

Nature of the final report or project to be submitted:

Deadline for submission of report or project __________________________

Basis for determining grade assigned:

________________________________________________________________________

(Signature of Faculty Member) (Date) Signature of Student) (Date)

(Signature of Department Chair) (Date)

To be completed by the Department: Section number ________ Course code ________

To be completed by the instructor at the end of the semester: Grade assigned ________ Signature

Distribution: Faculty supervisor, Department, Student