

Guidelines for Directed Reading/Independent Study Courses

The EBTM 491 (BSAP Directed Reading) and 495 (BSAP Independent Study) courses are designed to allow students to study a special area of Business Systems and Processes that is not currently offered as an individual course. Similarly, EBTM 492 (PMBA Directed Reading) and 496 (PMBA Independent Study) courses are designed to allow students to study a special area of Project Management and Business Analysis that is not currently offered as an individual course.

Students may use this opportunity to pursue specialized interests in a particular area of Business Analytics and Technology Management as well as engage in scholarly, independent research under the supervision of a sponsoring faculty member. Students must have completed all 200 and 300 level requirements and have a minimum cumulative GPA of 3.0

To obtain permission to enroll in EBTM 491/492/495/496, a student must submit a statement to the faculty member who will be supervising their study outlining the specifics of what they propose to do as part of their program of study. This statement should contain the following four distinctly delineated parts:

Scope/Objectives

The first portion should outline the objectives of the proposed study. These objectives may be listed in “bullet” form but must be clearly stated and specific. Mention must also be made concerning how progress toward these objectives will be measured.

Readings/Bibliography

The second portion should describe in detail the readings the student will be required to do. This portion should not just list the readings but also explain their appropriateness relative to the objectives of the independent/directed study and why were they were selected within the outstanding body of literature in the field.

Assignments

The third portion should provide a detailed description of the assignments to the student will be required to complete (i.e. secondary research papers, independent field research, presentations, examinations, etc.), the timetables for completion of these assignments, and mention of how these components are to be evaluated (grading criteria).

Work load

The fourth portion should provide a clear explanation of how the proposed study is the equivalent of a minimum of forty hours of instructional time, as mandated by the University for three-credit Courses. It should be remembered that one to two hours preparation time are expected of students for each hour of classroom instruction. Hence, this portion should not illustrate merely forty hours of expected time to fulfill requirements.

Students are strongly encouraged to develop this statement in conjunction with the faculty member who will be supervising their study. The statement must be signed by both the student and sponsoring faculty member and submitted to the department chair for approval prior to the academic term in which the study is proposed.

Approved applications will be processed by the department. You will receive an email from the department advising you to register for the specific course and section.

EBTM 491/492/495/496 Approval Form (1 to 3 Credits)

The purpose of this program is to provide above average students with the ability to explore areas not normally covered by regularly offered courses. The student must accept major responsibility for successful completion of the project. The instructor's responsibility is to direct, appraise, and consult with the student to generate a professional and academically worthwhile project.

Student must have consent of the instructor, a minimum 3.00 cumulative GPA, completion of all 200- and 300- level BUAD core requirements, 2 additional EBTM courses, and a special permit. The instructor may impose additional eligibility requirements as deemed necessary. Attach your current **Academic Requirements** to this form.

Name: _____ Student ID#: _____ Semester Registering: _____

Email Address: _____ Major/Concentration: _____

Telephone Numbers: (local) _____ (cell) _____

Please select the appropriate course: EBTM 491 EBTM 492 EBTM 495 EBTM 496

Credits Earned: _____ GPA: _____ Catalog Year: _____ # of Credits Applied to Independent Study: _____

Courses completed in major or concentration: _____

Complete the following segments thoroughly:

Scope of study & objectives:

Readings/bibliography:

Assignments:

Workload:

I understand that:

1. A total of 6 units for any combination of directed readings, independent study and internship is allowed in any area of study in the e-Business & Technology Management Department.
2. Failure to complete the project by the week before final exams will result in a grade of FX unless previous arrangements have been made with the instructor.
3. That I may not use this project for any other course at Towson University.
4. It is my responsibility to schedule regular meetings with the instructor.

Student's signature

Date

Instructor's Signature

Date

Chair's Signature

Date