

**TOWSON UNIVERSITY**  
**College of Business and Economics**  
**Department of Management**

**Guidelines for Directed Reading/Independent Research Courses**  
**(MNGT 491 or 495)**

**MNGT 491 and 495 are designed to allow student to study a special area of management that is not currently offered as an individual course. Students may use this opportunity to pursue specialized interests in a particular area of 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 management core requirements and have a minimum cumulative GPA of 3.0**

To obtain permission to enroll in MNGT 491 or 495, 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 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).

**Workload**

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.

**MNGT 491 Directed Readings/MNGT 495 Independent Research 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, and a special permit. The instructor may impose additional eligibility requirements as deemed necessary. Attach your current Academic Requirements (AR) Report to this form.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Semester Registering: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Credits Earned: \_\_\_\_\_ GPA: \_\_\_\_\_ # of Credits Applied to Independent Study: \_\_\_\_\_

Courses completed in major or track: \_\_\_\_\_

*Complete thoroughly the following segments:*

<b>Scope of study &amp; objectives:</b>
<b>Readings/bibliography:</b>
<b>Assignments:</b>
<b>Workload:</b>

I understand that:

1. 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.
2. That I may not use this project for any other course at Towson University.
3. It is my responsibility to schedule regular meetings with the instructor.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Date \_\_\_\_\_

Chair's signature \_\_\_\_\_

Date \_\_\_\_\_