**Student Research Projects: 399/750 Independent Study**

[Updated August 2014]

**Registration Constraints:**
- Students are urged to submit completed application paperwork to add research projects no later than three weeks prior to the end of classes in a term, and submit final project no later than during final exam week. Note that failure to register the course in the appropriate term may affect tuition charges.
- Group projects (typically five (5) students or fewer) must have the same credit value for each group member.
- Research projects/independent study work should never be shadows of existing classes, nor used to bypass class registration constraints.

**Student Process Steps:**

1. Determine with your sponsoring faculty if your project is an academic research or action-based learning (ABL) project. (See next page.)

2. Prepare a one-page summary of the proposed project, including a description of the research or ABL project and deliverables, after discussions with your sponsoring faculty member. For an academic research project you are required to submit a research paper. For an ABL project, the deliverables can vary (e.g., a business plan or case study), but they must also reflect academic rigor.

3. Complete the **Registration Application: Independent Study Project**, including the signatures of your faculty sponsor, the appropriate Department Chair person and the appropriate Associate Dean, indicating they have approved the project. Be sure that the approving individuals both print and sign their names. In general, the sponsor must be a regular faculty member in the academic department of the project. Note that Ph.D. students and non-Business faculty do not qualify to support you on Ross 399/750 projects.

4. Submit the completed application form and project summary sheet to Academic Services (W3700) to complete your registration steps. Walk-in assistance is available Monday - Friday, 9:30 am to 11:00 am and 1:30 pm to 3 pm. (Evening MBA students may contact rossacadservices@umich.edu for assistance if off-campus.) The Academic Services staff will help with the information you need to register for the course, including: course number, section number and verifying number of credits, all of which you will use to register for the course. Tuition will be charged for the term in which you are registered for the coursework. You must register for independent study project credits during the term in which the work is completed.

5. Submit your final research paper or ABL deliverable(s) to your faculty sponsor no later than during final exam week. Be sure to allow enough time for your professor to read your paper, write an evaluation, and assign a grade before the end of term. Provide your instructor with both a hard copy and electronic copy of your project deliverables.

6. Determine with your faculty sponsor if you would like to have your final paper accessible via the University’s Deep Blue service. Faculty may submit your final paper electronically to Kresge Library at rossindependentprojects@umich.edu.

Contact Academic Services if you have any questions about these procedures.

734-647-4933 // rossacadservices@umich.edu
Independent Study Project Guidelines

Ross research projects may be either academic research or action-based learning projects, between 1.0 and 3.0 credits.

Academic Research Projects address a specific research question (e.g., how is globalization affecting a particular industry or sector in a particular country). A literature review with an intellectual focus on a specific topic in an academic business field would typically be included. The main component of the paper will be an analysis of the research question, based on the literature review as well as the student’s own research and examination of the issue or issues. As such, the focus of the student work will be research-based and the final project will be carefully documented as appropriate for academic research papers.

Under faculty guidance, these research papers could take the form of compare-contrast, extended analysis of a problem with suggested solutions, etc. The paper may spring from the sponsoring faculty's research base or the student’s interest building off a prior class. The end product will be a polished, academic paper which, with faculty approval, may be filed electronically in the University’s Deep Blue service.

Action-Based Learning Projects will have wider varieties of methodology and end products. Some typical examples include:
- Developing a business plan for a new venture, including all facets (feasibility, marketing, financing, communication, sustainability)
- Developing a competitive analysis of two (or more) current marketplace contenders, with summary predictions based on financial analysis.

Under faculty guidance, these action-based learning projects will typically generate a summary paper or case study, a professional-level presentation, a software product, etc. With faculty approval, the end product may be filed electronically in the University’s Deep Blue service.

For either type of project, sponsoring faculty and student(s) should meet in person or online approximately once per week, with the student providing check-point deliverables such as rough drafts, outlines, or components of an action-based project. Credit hours assigned to such projects correlate to our class work expectations, where for each credit hour earned we expect 12 class contact hours plus three times that in additional student homework/research time. (Every credit hour, then, needs 12x4 hours of research or engagement.)

<table>
<thead>
<tr>
<th>Hours of Research</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>~48</td>
<td>1.0</td>
</tr>
<tr>
<td>~72</td>
<td>1.5</td>
</tr>
<tr>
<td>~96</td>
<td>2.0</td>
</tr>
<tr>
<td>~144</td>
<td>3.0 (maximum)</td>
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</tbody>
</table>

Notes:
1. Enrollment in the Ross School of Business independent study project courses is open only to students enrolled at the University of Michigan – Ann Arbor who are in good academic standing (minimum 2.00 GPA).

2. Our 399 classes are restricted to BBA students in their second or third year of the BBA program and to non-Ross undergraduate students who have attained at least third-year standing (55 credit hours) prior to the term in which they will be registering. Undergraduates are not eligible for 750 classes.

3. BBA and MBA students may elect one project course per full-term, up to a maximum of three over the course of the program, not exceeding seven credit hours in total. MAcc and MSCM students are allowed up to three credits of Independent study course work.

4. Ross Business School expects all students to follow careful source citation, with guidelines linked at http://www.bus.umich.edu/Academics/Resources/communityvalues.htm and at Kresge Library’s resource page: http://webservices.itcs.umich.edu/mediawiki/KresgeLibrary/index.php/Plagiarism_and_Copyright_Resources. Style and notation standards for research papers may be based on The Style Manual (University of Chicago Press).

5. Completed projects include (in this order): Cover page (including title, student name, date, course information – e.g., MKT 750), project content, and project sources documentation. See sample cover page following.
Registration Application: Independent Study Project

After reviewing the Independent Study Project Process & Registration Notes, please complete and submit this form – with your one page project summary – to Academic Services no later than three weeks prior to the last day of classes for the term in which credit is requested. You will receive communication from Academic Services regarding registration steps to add this course to your schedule.

- Please attach a one-page summary of proposed project, including a description of the project and deliverables
- Please check one (see Project Guidelines):
  - This is an academic research-based project
  - This is an action-based learning project

Faculty Name (printed)
Acceptance of Project Supervision

Faculty Signature
Date

Dept Chair Name (printed)
Approval of Project Summary

Dept Chair Signature
Date

Associate Dean, Graduate Programs
or
Associate Dean, Undergraduate Program
Final Approval

Associate Dean, Graduate Programs
or
Associate Dean, Undergraduate Program
Signature
Date

1. This is my [1st/2nd/3rd] (circle one) registration for an independent study project, and I have received previous credit for _______ hours of independent study courses.

2. Project is (circle): Group / Individual and #399 (undergrad) / #750 (grad)

* Our 399 classes are restricted to BBA students in their second or third year of the BBA program and to non-Ross undergraduate students who have attained at least third-year standing (55 credit hours) prior to the term in which they will be registering. Undergraduates are not eligible for 750 classes.

3. Student Status (check one):  BBA_____  MBA_____  MAcc_____  MSCM_____  Non-Bus_____

Student Name – printed

Student Signature__________________________________________________ Date__________

Student ID#

Email Address

* Tuition will be charged for the term in which the student is registered for coursework.
Ross School of Business at the University of Michigan

Independent Study Project Report

TERM : 

COURSE : 

PROFESSOR : 

STUDENT : 

TITLE : 