

Rhode Island College

School of Business

Guidelines for Directed and Independent Studies

Students wishing to enroll in any form of directed / independent study in the School of Business (i.e., department courses currently numbered 390, 490, 491 or 492) and required to complete a Rhode Island College Application for Independent Study and/or Directed Study, which can be found on the Records Office page of the College website, <http://www.ric.edu/recordsoffice/Pages/Forms.aspx>.

This form includes a "Proposal Section," to be included as an appendix to the application. The general guidelines require that the student "indicate the rationale, the scope, the plan of study, the procedure of evaluation, and the plan for conferences with faculty instructor."

To assist with the preparation of this proposal, the following information must be provided in order to obtain the dean's signature for any directed or independent study. Incomplete or poorly written proposals will be returned unapproved. Proposals should be forwarded to the dean directly from the appropriate department chair subsequent to the chair's approval and signature.

Title of the proposed study

Rationale (reason(s) for the study)

Why is the directed or independent study being undertaken? A detailed description should be provided of specifically what the student hopes to gain from it and how it fits within the major course of study and student's intended academic and career plans.

Scope (and associated readings)

The statement of scope should be similar to a course description in a college catalog, stating exactly and specifically what the program of study will entail. It should also include information concerning the modes of inquiry the student will use (i.e., primary research, secondary research, field research, service learning, etc.) and reference sources which will be utilized in the form of a full bibliography.

Plan of Study

The plan of study should provide an outline of the major areas / topics / subtopics to be studied, much like that provided on a course syllabus. It should also include all assignments, presentations and deliverables the student will be expected to produce as part of the directed/independent study. Due dates for all deliverables should be included here as well.

Procedure of Evaluation

A three-credit directed or independent study will require a minimum of three learning goals or outcomes as well as the means of assessment of these goals. Goals must be specific and measurable with measures appropriate for the specific goals.

Plans for Conferences with Faculty Instructor

This section should include a specific timetable for all proposed meetings with the faculty sponsor along with associated deliverables and benchmarks / targets for progress during the semester (again, much as is found in a traditional syllabus).