

INDEPENDENT STUDY GUIDELINES
Business Management Department

Independent Study Requirements: In order to qualify for an independent study (including teaching and research assistant positions), students must have at a minimum: a) completed all prerequisite courses (Acct 201, Econ 221, Econ 222, Math 112 or 121); b) completed at least 4 core courses for the major; c) have a 3.0 or better overall grade-point average; and d) submitted a 1 page proposal (in addition to the independent study registration form) for the instructor's approval to include: 1) learning objectives and goals, 2) *specific* materials to be used for the independent study, 3) evaluation criteria and work to be produced, and 4) reporting schedule. Requirements for completing an Independent Study must include a 5-20 page research paper (depending upon the number of credits allowed. See Table A) that conforms to the standards and conventions of the discipline or appropriate alternative work, as determined by the professor. Papers must be properly referenced throughout using MLA, APA, or Chicago style referencing and include a bibliography page.

Steps toward completing an independent study for Guilford College credit:

1. Find a faculty sponsor
2. Submit a one-page proposal to your faculty sponsor as indicated above
3. Complete the Independent Study Registration Form and submit to the Registrar's Office
4. Meet with your faculty advisor and complete all requirements as indicated in your proposal

Table A: Guideline for Paper Length

	# pages
1 credit hour	5 - 8
2 credit hours	9 - 12
3 credit hours	13- 16
4 credit hours	17 - 20