

Graduate School of Management Independent Study Guidelines & Due Dates 2020-2021

If you plan to undertake independent study coursework during 2020-2021, please read this message carefully as it provides step-by-step instructions about the approval process. Please note that **all** steps of the approval process (listed below) must be completed by:

September 11, 2020 (Fall 2020)
December 4, 2020 (Winter 2021)
March 8, 2021 (Spring 2021)

These steps include:

1. **Draft a course/project plan** that satisfies all requirements that pertain to the *course type* you intend to create. For more information on these course types and their respective requirements, please see the section on *Types of Independent Study Projects* at the GSM [Independent Study Information](#) webpage.

Please limit your course plan to 2-3 pages and include the following information:

- a. **Course/Project Description:** Please briefly describe this course/project along with a list of resources you intend to use. You must also describe why you need this course/project, and how it is different from other GSM offerings (either because the course is not offered or the content is different and not covered in any of the courses). If similar offerings exist, then it is recommended that you take a currently existing course.
- b. **Learning Objectives:** Please state the main objectives for the course/project. How will this course contribute to your learning?
- c. **Deliverables:** What will you produce to demonstrate your mastery of the learning objectives (presentation, project report, weekly assignments etc.)?
- d. **Assessment Criteria:** How will your performance in the course be judged?
- e. **Faculty Sponsor:** Who is the faculty advisor for your course?
- f. **Unit Value of the Course:** For how many units are you taking this course? (e.g., 1, 2 or 3 units)
- g. **Time Commitments:** Please note that UC Davis abides by the Carnegie rule, which requires 30 hours of student work for each unit of academic credit awarded. You need to also explain how this work will be distributed across your course objectives.

2. **Find an Academic Senate faculty member** to sponsor/direct your course. A Senate Faculty member will have the official title of Professor, Associate Professor, or Assistant Professor. Please note that Lecturers are not members of the Academic Senate, and cannot sponsor independent study courses. Please refer to the [Faculty Directory](#) on the GSM website for the titles of faculty members who might sponsor or direct your course.

3. Work with your faculty advisor to refine your course plan.

4. Complete the [Request for Variable-United Directed Study Course Form](#). You and your faculty advisor should sign the form and your course plan should be attached to the form before you submit it to the Joseph Chen, MBA Graduate Advisor at chenjs@ucdavis.edu by:

August 15, 2020 (Fall 2020)

November 23, 2020 (Winter 2021)

February 16, 2021 (Spring 2021)

5. **Make revisions to your proposal as required.** After an administrative review of your proposed course/project plan, it will most likely be returned to you with suggested changes and edits. This iterative process must be **completed** no later than:

September 11, 2020 (Fall 2020)

December 4, 2020 (Winter 2021)

March 2, 2021 (Spring 2021)

Please refer to the GSM [Independent Study Information](#) for additional information and contact your Program Manager if you have any questions.