MBA293 INDEPENDENT STUDY

University of California, Berkeley       Haas School of Business

Instructions:
- Read the MBA 293 Independent Study Guidelines.
- Fill out form in its entirety
- Obtain signature of faculty supervisor
- Return to MBA Program Office or by email to ftacademics@haas.berkeley.edu by the end of the 3rd week of classes
- The class will be added to your schedule around the 4th week of the semester
- Email: ftacademics@haas.berkeley.edu if you have questions

Semester:    ☐ Fall, 20__  ☐ Spring, 20__
Units: __________

Note: Independent study courses must be taken for a letter grade.

Name: ___________________________________       SID#:  ________________________
                   LAST          FIRST
Phone #: (     )       College/School: ___________________  Major: __________
Email: __________________________

Name of Faculty Supervisor ____________________________________________________________________

(Note: There are some faculty who cannot supervise independent studies if you are taking a course from them during the same semester. Please email ftacademics@haas.berkeley.edu with questions.)

Project name: ______________________________________
*In addition, please attach a brief outline of your project, academic deliverables and study plan.

Will international travel be a part of your project: ☐ Yes  ☐ No

Is this a team project: ☐ Yes  ☐ No

*Note: we need one form for each team member

Names of team members: ____________________________________________

☐ One common deliverable  ☐ Separate deliverables for each team member

Faculty Supervisors Please Note:
- Independent Study units must be letter-graded to count towards a student's graduation requirement. Exceptions are possible, but require approval by the Director of Academics the FT MBA Program.
- Independent Study credit cannot be received for professional work, whether paid or unpaid. Projects may relate to an internship. However, the deliverable to the faculty supervisor must have academic content and be separate and distinct from the work deliverable(s). In addition, it is not acceptable for a student to work at an organization and be "paid" in Independent Study units rather than money.
- The unit value should correspond to the work required for a regular course of identical unit value. The rule of thumb for a regular 15-week course is two to three hours of prep work for every hour of classroom contact. Therefore, one unit of Independent Study credit should represent about 45 - 60 hours of work (15 classroom hours plus 30 - 45 hours of prep); two units should represent about 90 - 120 hours of work; and three units about 135 - 180 hours of work over the semester.

Supervisor's Signature: ______________________________________
                   NAME                      DATE