Instructions:  
-Read the MBA 293 Independent Study Guidelines.  
-Fill out form  
-Obtain signature of faculty supervisor  
-Include number of units and grading option (letter grade if counting towards candidacy)  
-Return to: MBA Program Office, S430, Haas School of Business  
-The class will be added to your schedule after the 3rd week of classes  
-Email: ftacademics@haas.berkeley.edu if you have questions

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

Grading Option: □ Letter Grade*  
□ S/U *must be letter-graded, except with permission of Exec. Director of MBA Program

Name: ____________________________________________________    SID#:  ________________________  LAST    FIRST  MIDDLE

Phone #: (     )       College/School:      Major:    ______

Email:  __________________________

Name of Faculty Supervisor___________________________________________________________________  
(NOTE:  Supervisor may not be a professor with whom you are currently taking a course.)

Study Plan: Please attach either a copy or brief outline of your study plan.

Academic Deliverables: ____________________________

Is this a team project: □ Yes  □ No  If yes, please provide the following:

Project name: ____________________________

Names of team members: ____________________________

Is there a single deliverable common to all team members, or separate deliverables for each person on the team?  
□ 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 Executive Director of 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