

**GRADUATE DIRECTED STUDY/TUTORIAL PETITION**

*Graduate students are limited to taking no more than two of the following to satisfy elective or concentration requirements: Global Business Experiences, Credit-Bearing Internships or Field-Based Directed Study courses. Individual programs may have further restrictions. Consult with Program Director or Academic Adviser in Graduate Student and Academic Services for details.*

Please print the following information:

Student \_\_\_\_\_ ID # \_\_\_\_\_

Program \_\_\_\_\_ Are you a Five-Year/Master's Candidate student? \_\_\_\_\_

Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Course Title \_\_\_\_\_

Supervising Professor \_\_\_\_\_

**Signatures of Approval:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Please return this form with all of the above signatures along with a detailed syllabus to Dorothy Feldmann, Associate Dean of Business, Morison 305.

\_\_\_\_\_  
Associate Dean of Business

\_\_\_\_\_  
Date

Upon final approval by the Dean, this, paperwork is filed as follows:

- |  |
|--|
| <input type="checkbox"/> Original to Registrar Office (for creation of course and registration of student) |
| <input type="checkbox"/> Copy to Graduate Student & Academic Services                                      |
| <input type="checkbox"/> Copy to Office of Academic Affairs, External Relations & Accreditation Services   |

# McCALLUM GRADUATE SCHOOL OF BUSINESS

## DIRECTED STUDY/TUTORIAL PROPOSALS

*Students are limited to taking no more than two of the following to satisfy elective or concentration requirements: Global Business Experiences, Credit-Bearing Internships or Field-Based Directed Study course. Individual programs may have further restrictions. Consult with Faculty Program Director or Academic Adviser in Graduate Student and Academic Services for more details.*

### **Directed Study**

Highly qualified students can, under guidance of a faculty member, undertake a directed study to conduct in-depth investigation and/or analysis of a specialized topic not currently offered in the program curriculum. These courses will be recorded on the transcript as "Directed Study in X" with the appropriate course designator and number, typically 700 such as AC 700.

### **Tutorial**

Tutorials enable students to complete a regular course when it is not offered in the current semester. A tutorial follows the standard syllabus for a course with the following modification: The tutorial syllabus must reflect the fact that a student is completing the course independently and not as part of a class of students (see specifics below, #2). The course will be recorded on the transcript as the appropriate course number and title. To initiate a tutorial, students must have a special need for the proposed course, e.g., the course is needed to complete a degree at a particular time.

A subset of graduate courses are only available on an independent study basis due to the fact that they are based solely on research or specially designed projects which lend themselves to a single person completing the assignment. These courses include ES701, ES702, ETH 810, HF800, MG 705 and MG825.

### **Procedure**

1. Students interested in pursuing either a Directed Study, Independent Study or Tutorial must submit the following for approval before beginning the study:
  - a) A statement explaining the reason for the request.
  - b) A syllabus that has been created in collaboration with the faculty member who will be supervising. This syllabus should include the following specific information:
    - a brief description of the study
    - goals/objectives
    - required readings/bibliography
    - explanation of deliverables i.e., a project, papers, exams
    - timeline for completion
    - evaluation procedures i.e., grading criteria
    - scope and methods/modes of interaction between the student and the professor
2. The student is responsible for submitting the final syllabus, along with the petition form that has been signed by the student, supervising faculty member, and appropriate Department Chair to Dorothy Feldmann, Associate Dean of Business in Morison 305 for review.
3. Following all approvals, the Dean's office will forward the documents to the Registrar's Office who will register the student for the course.

### **Special Notes**

1. Submission of approved paperwork to the Registrar's Office must be completed no later than the Add/Drop deadline of each semester.
2. Current tuition will be charged for each Directed Study, Independent Study or Tutorial