

## **THREE CREDIT Independent Research**

Used by students interested in “upgrading” their internship experience by pursuing research to receive credit toward the degree.

### **PROCESS:**

- Have completed 54 credit hours
- Completed the sophomore modules
- Completed the introductory course in your Field of Concentration
- Have a Cumulative GPA of at least 2.5
- Discuss interest with your Advisor to determine if this course can be applied to your degree program
- Discuss your Independent Research interests with a **full-time** professor who has agreed to work with you
- Obtain the professors’ signature
- Complete a Registration Transaction Form (RTF), available through The Advising Center, with BADM 199: Independent Research. To reflect the correct Course Registration Number (CRN) use the appropriate Schedule of Classes for the semester that you participated in the Internship

Submit **TWO (2)** copies of this application, along with a completed RTF to The GWSB Advising Center, Duquès Hall, Suite #456.

### Three Credit Independent Research

1. The School of Business encourages students to engage in **INDEPENDENT RESEARCH** in order to expand their knowledge. Independent Research projects provide an opportunity to:
  - Undertake in-depth research in an area of particular interest
  - Complement an internship experience with rigorous outside research
2. Students are **ELIGIBLE** to participate in an Independent Research project if they have:
  - Completed 54 credit hours
  - Completed the sophomore modules
  - Completed the introductory course in their field of concentration
  - Maintained a cumulative GPA of at least 2.5
3. In order to receive **CREDIT** for Independent Research students must:
  - Have a full-time faculty member agree to serve as the Faculty Advisor
  - Complete a minimum of 200 pages of relevant reading
  - Complete a research paper at least 15 pages in length which:
    - A. Details the problem
    - B. Outlines the issues involved
    - C. Explains the analyses performed
    - D. Recommends alternative solutions
  - Submit all paperwork and required signatures by the end of the third week of the semester in which the research is undertaken
4. Using an **INTERNSHIP** in conjunction with the Independent Research is optional, but students should follow these guidelines when doing so:
  - Discuss with their faculty advisor how to integrate the internship and research
  - Determine with their faculty advisor the minimum hours required at the internship organization each week
  - Submit an Internship Evaluation completed by their supervisor to their Faculty Advisor upon completion of the Internship (to be used at the discretion of the faculty advisor)

### Keep in mind...

- Independent Research is a **GRADED** course that students complete for a maximum of three credits per semester.
- Students may apply a maximum of **TWO** Independent Research Projects taken in separate semesters towards their degree.
- While an internship may be completed in conjunction with an Independent Research project, credit is **NOT** granted for internship experiences.


### Independent Research Checklist

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Learning Contract:</b> <ul style="list-style-type: none"><li>• Completed by the student and the full-time faculty member</li><li>• Return Learning Contract to The Advising Center</li></ul>   | <input checked="" type="checkbox"/> <b>Registration Transaction Form (ADD/DROP Form):</b> <ul style="list-style-type: none"><li>• Completed by the student and initialed by the Faculty Advisor</li><li>• Return Registration Transaction Form to the Advising Center</li></ul>    |
| <input checked="" type="checkbox"/> <b>Petition</b> <ul style="list-style-type: none"><li>• Completed by the student and signed by the Faculty Advisor</li><li>• Contains information on how the credit will be applied to the program (Field-Related Elective, Unrestricted Elective, etc...)</li><li>• Return Petition to the Advising Center</li></ul> | <input checked="" type="checkbox"/> <b>Internship Evaluation (faculty advisor's discretion):</b> <ul style="list-style-type: none"><li>• Completed by the supervisor upon completion of the internship</li><li>• Return the Internship Evaluation to the Faculty Advisor</li></ul> |

**\*WHEN COMPLETED, MAKE 2 COPIES FOR THE ADVISING CENTER\***

THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

Independent Research Learning Contract  
**Three Credit**

Section 1	Last Name		First Name	
	GWID		E-mail	
	Home Phone		Work Phone	
	Academic Advisor		Date Submitted	
	Local Address			
	City, State and Zip			
Section 2	Field of Concentration		Year of Research	2 _ _ _
	Completed Credit Hours		Semester of Research	FALL SPRING SUMMER
	Current Cumulative GPA		Current Class Status	SO JR SR
	<i>Students must complete a minimum of 54 credit hours with a GPA of 2.5 or above before pursuing Independent Research.</i>			
Section 3	Faculty Advisor			
	Campus Address			
	Faculty Phone Number		Faculty E-mail	
	Faculty Fax Number			
Section 4	<p>What written assignments will you undertake and submit to your Faculty Advisor? <i>Please specify length of paper and readings. A minimum of 15 pages of writing and 200 pages of relevant readings is required.</i></p>			

# Independent Research Learning Contract

## Three Credit

How often will you meet with your Faculty Advisor?

*Scheduled meetings are strongly recommended.*

Please include any additional requirements outlined by your Faculty Advisor.

Section 5

For the Faculty Advisor:



*I certify that the research described above will be rigorous and equivalent to a 3-credit course at GW.*

Signature: \_\_\_\_\_


Date: \_\_\_\_\_

Section 6

A Registration Transaction Form (Drop/Add Form) must be attached.

Refer to the Schedule of Classes to obtain the appropriate CRN as determined by your Independent Research Advisor.

*I have attached a Registration Transaction Form to this document.*

Student Initials  \_\_\_\_\_

Section 7

A Petition Form must be attached.

Please include in your petition how you plan to use your Independent Research Credit.  
(Field-Related Elective, Unrestricted Elective etc...)

*I have attached a Petition Form to this document.*

Student Initials  \_\_\_\_\_

Section 8

*I certify that I understand the requirements of this Independent Research project and will work to successfully complete them.*



Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Rcv'd. Duquès 456

REVISED: AUGUST 2006

THE GEORGE  
 WASHINGTON  
 UNIVERSITY  
 WASHINGTON DC

Three Credit Internship Evaluation  
 (Used at the discretion of Faculty Advisor)

Section 1	Last Name	First Name																																																																																	
	GWID	E-mail																																																																																	
	Home Phone	Work Phone																																																																																	
	Academic Advisor	Date Submitted																																																																																	
	Local Address																																																																																		
City, State and Zip																																																																																			
Section 2	Faculty Advisor																																																																																		
	Campus Address																																																																																		
	Faculty Phone Number	Faculty E-mail																																																																																	
	Faculty Fax Number																																																																																		
Section 3	Internship Organization																																																																																		
	Address																																																																																		
	Supervisor's Name	Title																																																																																	
	Supervisor's Phone Number	Supervisor's E-mail																																																																																	
Section 4	<p>For the Supervisor:</p> <p><i>The above student is using this internship experience as a foundation for Independent Research. Your brief comments and evaluation of this student's performance will be helpful as the Faculty Advisors reviews the student's work. You may include additional comments on the back of this form.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Excellent</th> <th>Above Average</th> <th>Average</th> <th>Below Average</th> <th>No Opportunity to Observe</th> </tr> </thead> <tbody> <tr><td>Attentiveness</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Initiative</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Interpersonal Skills</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Leadership Potential</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Professionalism</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Punctuality</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Quality of Work</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Research Ability</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Self-Confidence</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Verbal Communication</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Work Ethic</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Writing Skills</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: center;"><b>Please return completed form in a signed sealed envelope to the student. It is the student's responsibility to submit this evaluation to his/her Faculty Advisor.</b></p>						Excellent	Above Average	Average	Below Average	No Opportunity to Observe	Attentiveness						Initiative						Interpersonal Skills						Leadership Potential						Professionalism						Punctuality						Quality of Work						Research Ability						Self-Confidence						Verbal Communication						Work Ethic						Writing Skills					
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 THE ADVISING CENTER 202.994.7027