## Independent Study Procedures & Deadlines

## Master of Science in Software Management

After successfully completing the first semester of their program, students in the Master of Science in Software Management program have the opportunity to pursue an independent study project for variable units (6 – 12 units) as an elective choice.

Independent Study Courses:
- 49790 – Software Management Independent Study (Full-Semester)
- 49796 – Software Management Independent Study (Mini Semester)

In order to participate in an independent study course, you must submit a proposal for your project. Your proposal must be signed by a supervising academic faculty from CMU and approved by the MSSM Program Director (Gladys Mercier) before you can be registered into the course.

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**PROCEDURE:**

1. Start early!  Develop a draft of your proposed independent study project using the form below.  Share your draft with the faculty member who you wish to be the academic advisor supervising your work.  Confirm support and availability with the desired faculty member before you proceed further.  Also, the selected faculty member may be able to help you refine and complete a better proposal.

2. *Submit a first version of your proposal <u>signed by your faculty supervisor</u> to the MSSM Program Director (Gladys Mercier) and CC Leia Delabahan. Unsigned proposals will not be accepted.  If the first version of your proposal is not approved, you will have the opportunity to update and resubmit your proposal as* long as there is sufficient time before the deadline.

3. The <u>final version</u> of your Independent Study proposal must be submitted and approved (by faculty supervisor and MSSM Program Director) before each term's deadline (see below).

4. Once your Independent Study proposal has been approved, you will be registered into the Independent Study course.

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**DEADLINES:**

All Independent Study proposals must be submitted & approved by the following dates for each academic semester, generally a few weeks before the beginning of the semester.  **Check the MSSM Current Student website to confirm the exact dates each term.**

- Spring Proposal Deadline:  December 15
- Summer Proposal Deadline:  May 1
- Fall Proposal Deadline: August 1

**Independent Study proposals will not be considered after these deadlines.** Students should consider the time needed to confirm a faculty supervisor's participation and to make updates to their proposal.

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**PROPOSAL FORM:**

Date: _____

**[  ] 49-790  Software Management Independent Study**
**[  ] 49-796  Software Management Independent Study**          #Units requested: _____

Student Name: _____ Andrew ID: _____

In which semester do          [   ] Fall             [   ] mini 1    [   ] mini 2
you want to do the            [   ] Spring          [   ] mini 3    [   ] mini 4
independent study?           [   ] Summer        [   ] mini 5    [   ] mini 6
Check all that apply.

Supervising Faculty: _____

*(optional)* Additional Advisor(s): _____

Have you done other Independent Study courses?  [   ] No     [   ] Yes

If yes:
    For how many units?  _____     Which year & semesters: _____

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**Subject Area:**
*Describe the domain you will be working in*

**Topic / Problem Description:**
*Description of the topic or problem to be studied*

**Objective of This Study:**
*Specific investigations to be carried out and expected outcomes / objectives*

**Methodology:**
*Explain your approach to the topic or problem*

**Resources**
*List sources that relate to the domain, topic or problem under study, and/or your approach using articles from peer-reviewed journals is preferred, where possible.*

**Work Plan**
*Expected weekly activities, with measureable achievements, expected completion dates, and work products. Sufficient details are required for project approval.*

| Week | Planned Activities | Milestones and Deliverables |
|---|---|---|
| *Week 1 (dates)* | *Expected activities for the week* | *Expected deliverables for the week* <br> *Activity Log* |
| *Week 2 (dates)* | | |
| *Week n...* | | |
| *Week n...* | | |
| *Week (final)* | | Reflection Essay |

**Required Deliverables**

In addition to the work products created in your study, there are **three** course requirements for this course:

1. A 5-page (minimum) **Reflection Essay** is to be completed by the end of the semester. Include the following three components:

   A. Summarize your findings and outcomes.  (~80% of paper)
   B. Discuss your experience from a self-study process perspective.  (~20% of paper)
      - How well did the chosen approach work?
      - What challenges did you face, and how did you over come them?
      - What would you do differently if you were to take on another independent study or similar research project?
      - What advice do you have for students who wish to be successful in an independent study project?
   C. Annotated Bibliography of at least five (5) texts (e.g. articles or books) that proved to be most useful for your study. (These do not need to be the same items listed in the Resources section of the proposal.)

2. A weekly **Activity Log**.  Activity Log format will be provided after proposal approval.

3. A **weekly meeting** with the faculty supervisor of approximately one hour.

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Final deliverables to be produced at end of the independent study are:

1. Final deliverable 1
2. Etc.
3. Etc.
4. Reflection Essay

**All final deliverables are due to Supervising Faculty on Date: _____**

A copy of the completed Reflection Essay should be emailed to the MSSM Program Director.

**SIGNATURES:**

I, _____, agree to complete the study described above and deliver all work by the date specified. By signing, I also confirm that during this study I will not work for or with a company external to CMU, either under contract or on a volunteer (unpaid) basis.

Student Signature: _____

I agree to oversee the above-described independent study and deliver the final grade to the Director of Student Affairs on or before the date specified above.

Supervising Faculty Signature: _____

Program Director Signature: _____