

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 following the procedure outlined below. You will not be registered into the course until you complete the procedure below.

PROCEDURE:

1. Start early! Develop a draft of your proposed independent study project filling out all of the fields in this 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. Upload your proposal that has been signed by your faculty supervisor using this [online form](#). Unsigned proposals will not be accepted.
3. If 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 (see deadlines below).
4. Once your Independent Study proposal has been approved, you will be notified and registered into the Independent Study course.

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 1
- Summer Proposal Deadline: April 30
- Fall Proposal Deadline: July 15

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.

PROPOSAL FORM:

Date: _____

49-790 Software Management Independent Study

49-796 Software Management Independent Study (Mini)

#Units requested: _____

Student Name: _____ Andrew ID: _____

In which semester do you want to do the independent study? Check all that apply.

<input type="checkbox"/> Fall	<input type="checkbox"/> mini 1	<input type="checkbox"/> mini 2
<input type="checkbox"/> Spring	<input type="checkbox"/> mini 3	<input type="checkbox"/> mini 4
<input type="checkbox"/> Summer	<input type="checkbox"/> mini 5	<input type="checkbox"/> mini 6

Supervising Faculty: _____

(optional) Additional Advisor(s): _____

Have you done other Independent Study courses? No Yes

If yes:

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

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 measurable achievements, expected completion dates, and work products. Sufficient details are required for project approval.

Week	Planned Activities	Milestones and Deliverables
<i>Week 1 (dates)</i>	<i>Expected activities for the week</i>	<i>Expected deliverables for the week Activity Log</i>
<i>Week 2 (dates)</i>		
<i>Week n...</i>		
<i>Week n...</i>		
<i>Week (final)</i>		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. (~20% of paper)
 - B. Discuss your experience from a self-study process perspective. (~80% of paper)
 - How well did the chosen approach work?
 - What challenges did you face, and how did you overcome 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.

Annotations should be one to two paragraphs long or about 150 well-crafted words.

Here are two links to creating annotated entries:

- <https://www.bethel.edu/library/research/apa-annobib-sixth.pdf>
- <https://www.kibin.com/essay-writing-blog/how-to-write-an-annotated-bibliography/>

2. A weekly **Activity Log**. [Here is an example activity log template.](#)
 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:

Additionally, a copy of the completed Reflection Essay should be emailed to the MSSM Program Director before the last day of class in the semester.

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: _____
