



INDEPENDENT RESEARCH PROJECT GUIDELINES AND APPLICATION

Overview

Independent research provides an opportunity to conduct in-depth investigations into areas of specific interest selected by the student. Authorization for an independent research project requires submission of a formal proposal written in accordance with standards set forth by the F.W. Olin Graduate School of Business. Independent research may be undertaken for academic credit with the prior approval of a faculty advisor selected by the student, the appropriate division chairperson, and Graduate Programs and Student Affairs. A student may earn a maximum of 6 credits through independent research; however, each independent research project can only provide **1.5 or 3** course credits. Applications must be submitted with a faculty advisor signature and the appropriate division chairperson signature.

Requirements

The student must have a cumulative GPA of at least 3.00.

Evening MBA students generally must have completed 30 credits.

Two-Year MBA students must have completed module 4.

One-Year MBA students must have completed summer modules.

Fast Track MBA students must have completed the core of the program (includes all BBI's and ABL's).

Due Dates

All independent research proposals are due the last day of the add/drop period during the semester the project will be completed. Please refer to the Registrar's website for deadline: www.babson.edu/registrar

Semester	Proposal Due to Graduate Programs and Student Affairs	Final Project due to Faculty Advisor
Spring	Last day of add/drop registration for spring	May 2
Summer Session I	Last day of add/drop registration for summer I	July 3
Summer Session II	Last day of add/drop registration for summer II	August 21
Fall	Last day of add/drop registration for fall	December 4

Independent Research conducted by Two Students

Independent research is considered an individual effort in which one student works on a project. By exception, two students may work on a project with prior approval from Graduate Programs and Student Affairs. Please note that two students working on a project **MUST** submit **two** separate applications and proposals. The proposals must clearly indicate who is completing which part of the project. Each student must submit a separate deliverable for grading.

Internship or Work-related Projects

If a student is completing an **unpaid internship**, the student can incorporate an independent research project that includes the internship responsibilities; however, the independent research must include an academic component as well as a final deliverable to be graded. If a student is completing a **paid internship**, the student must indicate that the independent research project is **outside the assigned responsibilities of the internship**.



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Registration Process

After obtaining the approval signatures of the Faculty Advisor and the Academic Division Chairperson (and the Office of International Programs office if this is to count towards the experiential portion of the global management concentration), the student submits the independent research project proposal to Graduate Programs and Student Affairs. Once the proposal is approved, the student receives notification by mail. The student does not register for the project online. Graduate Programs and Student Affairs notifies the Registrar's Office and Student Financial Services of the approved project.

Tuition

The tuition for an independent research project is assessed at the current per credit rate.

Students Receiving Financial Aid

For those students receiving full tuition fellowships or borrowing loans to cover their MBA expenses, please let Student Financial Services know your plans to enroll in an independent research project before the end of the add/drop registration period. This will allow Student Financial Services to factor in the credits to your total cost of attendance. For more information, please contact Student Financial Services at sfs@babson.edu.

Graduate Independent Research Procedural Guide for Students

The following is a step-by-step guide of how the Independent Research (IR) process works.

- 1) Student either has an idea in mind or needs help formulating a project
- 2) Student asks a professor in appropriate division to act as faculty advisor for the project
- 3) Once the project idea has been formulated and a faculty member is on board to serve as advisor, the advisor must sign off on the student's project proposal.
- 4) The division chair must sign off on the proposal
- 5) If the student is using the research project towards his/her Global Management Concentration, he/she must have a OIP representative sign off on the proposal.
- 6) Student sends the proposal (hard copy) to Graduate Programs and Student Affairs (GPSA) for review, approval and signature.
- 7) GPSA signs off on proposal (if no additional questions/concerns for student) and notifies the student of final approval via mail. GPSA also notifies the Registrar's Office, Student Financial Services, the Faculty Advisor, and the Division Chair.
- 8) Student must pay for the credits of the project within two weeks of receipt of the Acceptance letter from GPSA.
- 9) Student is then registered for the project.
- 10) Faculty advisor turns in grade to the Registrar's Office using a grade sheet.



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After completing this form and obtaining approval from your Faculty Advisor and Division Chairperson, please return this form and a copy of your proposal to Graduate Programs and Student Affairs, Olin Hall, Suite 320 by the appropriate deadline.

Date:

Name: _____

Address: _____ (Street) (Apt #) (City, State Zip Code)

Home Phone: Work Phone:

The attached proposal is for the following semester and year:

No. of Credits: (1.5 or 3.0) Specify Graduate Program:

Course# _____7580 – Please select appropriate division:

- | | | |
|---|--|---|
| <input type="checkbox"/> ACC - Accounting | <input type="checkbox"/> LAW - Law | <input type="checkbox"/> OPS - Operations |
| <input type="checkbox"/> ECN - Economics | <input type="checkbox"/> MIS – Mgmt Info Sys | <input type="checkbox"/> QTM – Math/Science |
| <input type="checkbox"/> EPS - Entrepreneurship | <input type="checkbox"/> MKT - Marketing | <input type="checkbox"/> RES - Real Estate |
| <input type="checkbox"/> FIN - Finance | <input type="checkbox"/> MOB - Management | <input type="checkbox"/> TAX - Tax |

Project Title:

What is your final deliverable to be graded?

Paper Case Study Presentation Other (please describe) _____

Are you pursuing the Global Management Concentration? Yes No

If yes, you must obtain the signature of Office of International Programs representative. See next page for signature sheet.

If yes, do you intend for this research to count towards the experiential component of the concentration?

Yes No

If yes, please explain what aspect of the research will have a global context (must be greater than 50%).



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Approval Signatures:

1. _____
(Faculty Advisor Signature) (Date)

(Print Name)

2. _____
(Division Chair Signature) (Date)

(Print Name)

3. _____
(Office of International Programs (Date)
only if project is for Global Management Concentration)

(Print Name)

4. _____
(Graduate Programs and Student Affairs) (Date)

(Print Name)



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Research Proposal Guide

- I. TITLE OF THE RESEARCH PROJECT
- II. STUDENT'S NAME, ADDRESS, AND TELEPHONE NUMBERS
- III. ABSTRACT

The abstract should be a 100 to 200 word statement covering the purpose and the method of the research to be conducted. It should be complete enough so that any reader, regardless of his/her knowledge of the subject areas, will know the general plan of the investigation without further study of the proposal.

Studies vary in type: some are case studies, some are statistical, some primarily aim at the general exploration to open up the problem while others seek to arrive at definite conclusions in a more enlightened area. This statement, then, should make clear the general methodological intention and scope of the academic research to be conducted.

- IV. BACKGROUND OF THE PROBLEM(S) TO BE INVESTIGATED / SIGNIFICANCE OF THE STUDY

This section of the body of the proposal should indicate the relation of this study to the developing stream of management thinking. This statement should not exceed 500 words. It may discuss the prior studies in the same area, a field situation to which the study relates, or the conceptual framework out of which the study arises. This section should make clear why the study is of value in management theory and practice. In some studies this will be fairly obvious, but in others the implications will require further explanation.

- V. PROBLEM(S) TO BE INVESTIGATED

The specific assignment to be undertaken should be stated explicitly in this section. This would involve the definition of any crucial terms or concepts involved in defining the problem, and a statement of the major problems to be investigated. One of the best ways to state the problem is to list one or more questions which the study is intended to answer. It is also possible to state these as the hypotheses to be tested.



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VI. DESIGN OF THE STUDY

This section should explain exactly how the study is to be explored. It will be necessary to define the specific questions to be answered in operational terms. The following points must be considered:

1. Sources of Data

The discussion should point out what persons, documents, or other sources will be used in gathering data for the study. In most investigations it is necessary to indicate the approximate number of cases to be studied. A bibliography and texts used in the investigation must also be provided. The discussion should point out any sampling assumptions made and any characteristics of the groups selected which limit the applicability of the findings to other groups. The proposal should discuss what generalizations are possible from a sample of the type used.

2. Procedures for Collecting Data; Evidence to be Obtained

The proposal should describe in detail the procedures to be used to obtain data. The discussion should point out what precautions are being taken to ensure reliability, validity, and objectivity. Any study of reliability or validity or agreement of judges is part of the experimental procedure and should be recorded. The student, of course, need not discuss reliability of standard techniques and sources of data.

3. Treatment of Data

The student needs to explain at length how he/she intends to proceed from the data collected to the conclusions. Any notable assumptions made in the study should be clarified. It is not important to list a large number of conventional assumptions, but the student should indicate what assumptions about management, human nature, or the data used are necessary and critical in interpreting that data as well as in accepting the findings of the study.

VII. PROPOSED TIMELINE AND OUTPUT TO BE GRADED

The student should address faculty advisor involvement and establish a proposed timeline for completion of the project.

In conclusion, the student needs to clearly define the output to be graded (paper, case study, presentation, etc.)