

## **MARSHALL SCHOOL OF BUSINESS BUAD-490 DIRECTED RESEARCH APPLICATION**

BUAD-490 Directed Research is designed to provide students with an opportunity to pursue research above and beyond the normal course offerings of The Marshall School of Business.

1. Preference for BUAD-490 is given to juniors and seniors with a 3.0 or better grade point average.
2. A BUAD 490 course shall be restricted to subject matter or topics not covered in the unit's regularly organized courses. BUAD 490 may not be used in lieu of a cancelled class except under special circumstances.
3. Consent of the Marshall School of Business faculty member is required for all 490 courses. A written contract outlining the elements that must be present to fulfill the course requirements in order to receive academic credit must be approved by the instructor, Department Chair, and the Assistant Dean of Undergraduate Advising & Student Affairs before registration. A copy of the contract shall be retained in the Office of Undergraduate Advising and Student Affairs.
4. Since BUAD-490 is offered for creative research, the burden is on the student to document the lack of availability of the proposed research in regular course offerings.
5. BUAD-490 credit is not available for paid research.
6. BUAD-490 is not available for graduate credit.
7. A student may accumulate a maximum of eight units of BUAD 490 credit in any given department. *A maximum of 16 total units of 490 may be applied to a degree.* Exceptions must be justified and approved through the Council for Academic Policies and Petitions (CAPP) petitioning process. Such petitions are rarely granted.
8. Students may NOT register in BUAD 490 and sit in on regular courses as a method of fulfilling a part of the requirements for the BUAD 490.
9. Only regular, full-time faculty in The Marshall School of Business of the rank of assistant professor or above may be the faculty of record for BUAD-490. Part-time instructors, adjuncts, and teaching assistants are not eligible to supervise BUAD 490.
10. BUAD 490 is only offered only for a letter grade. The assignment of a mark of IN (incomplete) must be consistent with University policy.
11. A regular 4-unit course requires four hours of class time plus an average of six to eight hours of preparation a week. A student taking a 4-unit BUAD-490 is expected to fulfill this time requirement.
12. BUAD-490 is intended for general elective credit only and cannot be substituted for a core course or Marshall upper division elective.

The procedure for enrollment in BUAD-490 requires the completion of the attached form before noon on the third Wednesday after the start of the semester. It is the student's responsibility to obtain the appropriate signatures from the faculty and the Department Chair prior to submitting the application to the Office of Undergraduate Advising & Student Affairs in JFF 201. The application will be reviewed within approximately three business days and students will be notified via email. After approval, students will be given d-clearance so that they can register online using Web Registration. If students have any questions, please contact your Academic Advisor.

**MARSHALL SCHOOL OF BUSINESS  
BUAD-490 APPLICATION (DIRECTED RESEARCH)**

***I. Student Information (please print)***

Student's Name \_\_\_\_\_

USC ID \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail address \_\_\_\_\_

Class Standing \_\_\_\_\_ GPA \_\_\_\_\_

Semester for which BUAD-490 is requested:      FALL      SPRING      SUMMER      Year \_\_\_\_\_

Number of Units requested (CIRCLE ONE)      **1**      **2**      **4**

***I. Professor Information***

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

Department \_\_\_\_\_

Campus Address \_\_\_\_\_ Extension \_\_\_\_\_ Email \_\_\_\_\_

***II. Research Proposal***

In the space provided, or on separate sheets, please provide the information requested for each of the following questions:

1. Give a brief description of previous BUAD-490 work, if any (including grade, instructor, semester).
  
  
  
  
  
  
  
  
  
  
2. Describe the problem you propose to study (Attach additional sheets if necessary).

3. List coursework you have already taken (here and elsewhere) which has prepared you for the 490 you are applying to take now.
4. Explain how and why this work cannot be accomplished through a regular course in the Marshall School of Business.
5. What courses and fields are most closely connected with this study?
6. Name two or three secondary sources that relate to your topic (author and title).
7. Methodology (including sources, facilities, survey method, number of people to be contacted, and general plan for study).
8. Itemize your working timetable for completing the research described (including number of projected meetings with the supervising professor, use of USC research facilities, etc.)
9. Expected results (including final report format or examination).

*III. Approvals*

*Supervising Professor*

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

*Department Chair of Supervising Professor*

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

*Assistant Dean and Director, Office of Undergraduate Advising and Student Affairs*

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

*Comments:*

*Office Use Only*

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

Approved:            YES            NO

Date Given D-Clearance: \_\_\_\_\_ Units: \_\_\_\_\_

Notified via:        E-MAIL        PHONE