

**Department of Information and Operations Management**  
*ISTM 685 Directed Studies Application Form for MS-MIS*

**Application Deadlines**

- Fall – August 20
- Spring – January 7
- Summer – May 20

**Application Submission Location**

INFO Student Services Office (SSO), 315 Wehner.

**Internship Course Catalog Description**

*ISTM 685. Directed Studies. Credit 1 to 4.* Directed study on selected problems using recent developments in business research methods. G6 students may not enroll in this course. Prerequisite: approval of instructor and graduate advisor.

**Department Requirements**

ISTM 685 is a research oriented course. Its primary purpose is to provide students an opportunity to pursue an in-depth study of a topic that is not covered in one of our regularly scheduled ISTM courses.

A student must be in good academic standing (i.e., cumulative and degree plan GPR  $\geq 3.0$ ) to apply for a directed study course. A student must complete at least 15 hours of ISTM-prefix courses from his/her degree plan before applying for a directed study.

A maximum of 3 credit hours may be applied to a student's degree plan for a directed study (685). A student may only enroll in a directed study (685) once during the MS-MIS degree program.

A student must select a graduate faculty member who is willing to work with the student on a project. The student and faculty member will arrange for deliverables and due dates in addition to grading criteria.

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**Application Process**

1. Identify a graduate faculty supervisor. Meet with the faculty member to determine course deliverables and grading criteria (a list of INFO Graduate Faculty can be obtained from the Graduate Catalog).
2. Complete the application form (must be typed). The application must also include:
  - Description of research topic and research questions
  - Details of course deliverables and grading criteria as determined with graduate faculty supervisor
  - Copy of your current transcript (available from the Howdy! portal)
3. Sign form
4. Obtain faculty supervisor's signature
5. Submit form to the SSO (315 Wehner)

**Application Outcome**

Once an application is complete and submitted, the INFO Student Services Office (SSO) will route the application to obtain signatures from the MS-MIS Advisor and the SSO Director. The Director will notify the student of course approval or disapproval and provide course registration instructions.

***Please note:***

- Handwritten applications will not be considered.
- Late applications will not be considered.
- Incomplete applications will not be considered.

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**Instructions**

Fill out the application form before you print it. Attach a copy of your research project description, course deliverables, grading criteria, and transcript. Submit your application and documents to the INFO Student Services Office (315 Wehner) before the deadline.

<b>Student Information</b>			
Name:		UIN:	
Email:		Phone:	
<b>Course Request Information</b>			
Semester:	Please select	# of Credits:	Please select
Year:		Registered:	Please select
<b>Directed Study Information</b>			
Course Topic:			
Attach a separate document including a detailed description of a) the research topic and research questions; b) the course deliverables and dates; and c) the grading criteria.			

By initialing each statement, I hereby acknowledge and certify the following:

	I understand that I will be registered for 1-3 credits of ISTM 685 for the semester or term in which I will complete the Directed Studies project.
	I understand that I will be responsible for all tuition and fees associated with the ISTM 685 credits for which I am registered. (See <a href="https://sbs.tamu.edu/">https://sbs.tamu.edu/</a> for current tuition/fee rates.)
	I understand that if I decide to drop the ISTM 685 credits from my course schedule after 5:00 p.m. the business day before the term begins and my enrollment for the semester drops to zero credit hours, any applicable adjustment of tuition/fee charges will follow the University's schedule for withdrawals ( <a href="https://tamusbs.custhelp.com/app/answers/detail/a_id/145/kw/withdrawal+schedule">https://tamusbs.custhelp.com/app/answers/detail/a_id/145/kw/withdrawal+schedule</a> ).

<b>Signatures</b>		
Student's Name	Signature	Date
Faculty Supervisor's Name	Signature	Date
MS-MIS Advisor's Name	Signature	Date
<b>Veronica Stilley</b>		
Director of Student Services	Signature	Date