

## Faculty of Fine Arts Independent Studies Policy

### Independent Studies in the Faculty of Fine Arts

Independent Study may be taken for credit inside or outside of the student's Fine Arts discipline. A maximum of five Independent Study course may count for degree credit. Post-Diploma and/or combined degrees students may count only three. Independent Study numbers 2990, 3990, or 4990 indicate the level of advancement. (The Faculty of Fine Arts does not offer Independent studies at the 1000 level.) Independent Study may be elected as early as the second term or as late as the last, depending on the capability of the student for undertaking academic work with a minimum of guidance.

Independent Study may take a variety of forms including theoretical studies, studio practice or a combination of both.

Admission to Independent Study is achieved through consent of the instructor, who agrees to guide the study, and by approval of the Department Chair and the Dean. Enrollment may be for a regular term or during the summer sessions. Credit for Independent Study is at the discretion of the Department Chair, upon recommendation of the instructor. Grades are due at the end of the term of registration, as for regular courses.

Since Independent Study is intended to expand a student's program beyond the limits of the regular curriculum, it cannot be substantially similar to existing courses in the discipline, and may not be used to duplicate course offerings. Independent Study potentially adds flexibility to a student's program, and may lead to forms of research unavailable to students enrolled in regular courses.

### Considering an Independent Study

Students who are considering enrolling in an Independent Study begin the process as soon as possible, ideally well ahead of the term they will be registered in the course. Students approach instructors to determine their availability and appropriateness in light of their schedules and expertise. Once an instructor agrees to supervise an Independent Study, the student, in consultation with the instructor, drafts an Independent Study proposal.

### Preparing an Independent Study Proposal

An Independent Study proposal outlines the specific area of research, the nature and scope of projects to be completed, their respective completion dates and weighting relative to the final evaluation and grade. Proposals identify any special equipment or resource requirements, the academic objectives the student wishes to attain, and may describe techniques or a methodology to be explored. The Independent Study Registration Form must also be completed and is available in W660. After the instructor agrees to the parameters of the proposal and is satisfied that the Independent Study does not duplicate course offerings, the proposal is signed and both the proposal and registration form are submitted to the Chair of the instructor's department.

### Approval of the Independent Study and Registration

The department Chair reviews the proposal to ensure that there are sufficient departmental resources available to support the proposed activities and ensures that all of the requirements of a proposal have been addressed. After the Chair approves and signs the proposal, the student submits both the proposal and the registration form to the Fine Arts Advising Office. The student will meet with an Academic Advisor to confirm the place of the course in the program. The Assistant Dean of Student Program Services then approves the registration in the course.

***The Independent Study proposal and Independent Study Registration Form must be submitted to the Fine Arts Advising Office by the First Day of Classes.***

## Faculty of Fine Arts Independent Study Proposal

Student's Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Proposed Course Number: \_\_\_\_\_ (SUBJ 2990, 3990, or 4990)

Proposed Course Title: \_\_\_\_\_

Term: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Attach the following to this completed form:

1. **Detailed Course Proposal:** The Detailed Course Proposal should provide a detailed description of the following:
  - a description of the subject area that this study will explore (including the regularly offered courses that this study may build upon)
  - the academic objectives that the student wishes to attain
  - a detailed description of the proposed course content; and may include research, techniques or methodology to be utilized, and, If necessary, a list of departmental resources to be used (studios, equipment, facilities, labs, hardware, software, etc.).
2. **Proposed Assignments, Exams, and Completion Dates:** Provide an itemized list of the proposed assignments, exams, final project, weighting, and due dates.
3. **Fill out the Independent Study Registration Form (available in W660 or online)**
4. **Approval and Signatures:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean: \_\_\_\_\_ Date: \_\_\_\_\_