

## DEPARTMENT OF ART AND ART HISTORY

### Directed / Independent Study Proposal Form

**DEFINITION AND APPROVAL:** This form is to be completed by students intending to register in an Independent or Directed Studies course in the Department of Art and Art History. These courses allow a student to pursue a specific area of interest in more depth and rigor than normally possible in regular course offerings. The student will receive half-course equivalent, credit for the course. All undergraduate courses must receive final approval by the Undergraduate Program Director, and all graduate courses must receive final approval by the Graduate Program Director.

**CHOOSING A SUPERVISOR:** Before a student is approved for an Independent or Directed Studies course, they must first seek out an academic supervisor. The supervisor must be a full-time faculty member from the Department of Art and Art History.

#### **APPLICATION PROCEDURES:**

1. This form must be completed in detail by the student and the course supervisor.
2. The supervisor must attach a brief course outline.
3. Submit form to [artdept@ucalgary.ca](mailto:artdept@ucalgary.ca) for Undergraduate Program Director or Graduate Program Director approval.
4. Once approved, the course will be scheduled and an email notification with details on how to register will be sent.

#### **SECTION 1 – OUTLINE OF RESPONSIBILITIES**

##### **RESPONSIBILITIES OF STUDENT:**

- To consult with the supervisor regarding the content and expectations of the course.
- To ensure that all appropriate fees have been paid in accordance with fee deadlines as outlined in the Academic Calendar.

##### **RESPONSIBILITIES OF SUPERVISOR:**

- To create and attach a brief course outline which includes expectations on material to be covered, readings, and assessment criteria.
- To ensure the title chosen for the course is appropriate for the material to be covered.
- To ensure that academic integrity and rigor are maintained at the level appropriate for the course.
- To be available to the student as necessary.
- To facilitate the completion of the course and the submission of final grades.

##### **RESPONSIBILITIES OF UNDERGRADUATE/GRADUATE PROGRAM DIRECTORS:**

- To ensure that academic standards of the Department/Program are deemed satisfied through review of the application and course outline.



**SECTION 2- STUDENT/COURSE INFORMATION**

<b>Student Name</b>	
<b>Student UCID</b>	
<b>Number of Previous ART 513 Courses</b>	
<b>Student Phone Number</b>	
<b>Student UCalgary Email</b>	
<b>Independent/Directed Course</b>	
<b>Topic Title</b>	
<b>Student's Major</b>	
<b>Term</b>	

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**SECTION 3 - COURSE OUTLINE**

Instructor: Office: Email: Office Hours:	
Day(s), time(s) and location of class:	<i>Days of the week, times, classroom number if applicable. Please separate by lecture and lab if you have both.</i>
Course description:	<i>Enter calendar course description here.</i>
Prerequisites and/or co-requisites:	<i>Enter any pre/co-requisites here.</i>
Course Objectives:	By the completion of this course, successful students will be able to:
Required Textbooks or Readings:	<i>Enter any textbooks or readings here.</i>
Course Schedule:	<i>Enter in course schedule week by week here. Please include dates, lectures/readings, and assignment due dates as well.</i>

**Assignments & Evaluation**

<b>Assignment</b>	<b>Description</b>	<b>Due Date</b>	<b>Worth</b>
<i>(copy/paste to add more assignments)</i>			
<i>(copy/paste to add more assignments)</i>			
<i>(copy/paste to add more assignments)</i>			
<i>(copy/paste to add more assignments)</i>			
<i>(copy/paste to add more assignments)</i>			
<b>Assessment expectations:</b>	<b>Guidelines for Submitting Assignments:</b>  <b>Missed or Late Assignments:</b>  <b>Expectations for Writing:</b> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.		
<b>Additional Costs and Information:</b>	<i>Please list any supplies or extra costs that your students should be aware of.</i>		
<b>Portfolios and Assignments:</b>	The Dept of Art and Art History will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.		

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**SECTION 5 – ANY ADDITIONAL COMMENTS**

**SECTION 6 - APPROVALS**

The attached course outline for Directed or Independent Study has been reviewed and approved by the following:

**Signature of Supervisor**

**Date**

**Signature of Undergraduate Program Director /  
Graduate Program Director**

**Date**