

DEPARTMENT OF ART AND ART HISTORY Directed / Independent Study Information

INSTRUCTIONS

- 1. Fill in the form below, completed in detail by the student and the instructor.
- 2. The form must be signed by the student, instructor, and Department Head (welling@ucalgary.ca). If the student is a graduate student, the supervisor's signature is also required (if different than the instructor).
- 3. The instructor must complete the sections on the form relating to the course outline areas (e.g. course description, components and expectations).
- 4. Save the document with the title format: Last Name First Name UCID & Course (i.e. Lee_Jay_1234567_ART123).
- 5. Send the completed form to artdept@ucalgary.ca.
- 6. The student will be notified by email to enroll once the course is scheduled and ready for enrolment.

OUTLINE OF RESPONSIBILITIES

RESPONSIBILITIES OF STUDENT:

- To consult with the instructor 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 INSTRUCTOR:

- 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 DEPARTMENT HEAD:

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

DEPARTMENT OF ART AND ART HISTORY Directed / Independent Study Proposal Form



INSTRUCTIONS

COURSE:

- 1. Fill in the form below, completed in detail by the student and the instructor.
- 2. The form must be signed by the student, instructor, and Department Head (welling@ucalgary.ca).

 If the student is a graduate student, the supervisor's signature is also required (if different than the instructor).
- 3. The instructor must complete the sections on the form relating to the course outline areas.
- 4. Save the document with the title format: Last Name First Name UCID & Course (i.e. Lee_Jay_1234567_ART123).

STUDENT NAME:

- 5. Send the completed form to artdept@ucalgary.ca.
- 6. The student will be notified by email to enroll once the course is scheduled and ready for enrolment.

ТОРІС:	STUDENT UCID:
YEAR:	
Instructor Office Email Day(s), time(s) and location of	
Class Learning Resources: required readings, textbooks and materials	
Course description	
Course Learning Outcomes By the completion of this course, successful students will be able to:	
Assessment components Assignment 1:	
Assessment expectations Guidelines for Submitting Assignments Missed or Late Assignments Attendance and Participation Expectations	Expectations for Writing: 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.

Student signature

Supervisor signature - for graduate students only (if different from instructor)