

## SCHOOL OF CREATIVE AND PERFORMING ARTS

### 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 Associate Director ([scpaAssociateDir@ucalgary.ca](mailto:scpaAssociateDir@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 [scpa@ucalgary.ca](mailto:scpa@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 ASSOCIATE DIRECTOR:**

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

# SCHOOL OF CREATIVE AND PERFORMING ARTS

## Directed / Independent Study Proposal Form



### INSTRUCTIONS

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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).
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**COURSE:**

**STUDENT NAME:**

**TOPIC:**

**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:	
<b>Assessment components</b> Assignment 1: <ul style="list-style-type: none"> <li>• Assessment Method</li> <li>• Description</li> <li>• Weight</li> <li>• Due Date</li> </ul>	
<b>Assessment expectations</b> <ul style="list-style-type: none"> <li>• Guidelines for Submitting Assignments</li> <li>• Missed or Late Assignments</li> <li>• Attendance and Participation Expectations</li> </ul>	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)

Instructor signature

Associate Director signature