

Department of Art and Art History, Faculty of Arts  
**INDEPENDENT or DIRECTED STUDIES COURSE APPROVAL 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, undergraduate credit for the course. All such courses must receive final approval by the Department Head.

**CHOOSING A SUPERVISOR:** Before a student is approved for an Independent or Directed Studies course, he/she must first seek out an academic supervisor. The supervisor must be a full-time faculty member from the Faculty of Arts or from another Faculty or Department.

In certain circumstances, it is appropriate to consider a supervisor from outside the Department of Art and Art History. Sessional instructors are not permitted to work with students in this capacity.

**APPLICATION PROCEDURES:** This form should be completed in detail by the student and the course supervisor, and approved by the Department Head before it is processed. The supervisor must also attach a brief course outline. Once approved, a decimal number will be assigned to the course and the student will be registered. An email to confirm registration will be sent to the student.

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**SECTION 1 – OUTLINE OF RESPONSIBILITIES**

**RESPONSIBILITIES OF STUDENT:**

To consult with the supervisor regarding the content and expectations of the course.

To ensure that the addition of the approved Independent/Directed Study course will be within a full-time registration load of five half-courses in the term chosen.

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 DEPARTMENT HEAD:**

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

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**SECTION 2- STUDENT/COURSE INFORMATION**

**Student Name:** \_\_\_\_\_

**Student I.D. Number:** \_\_\_\_\_

**Number of Previous Art 513 Courses:** \_\_\_\_\_

**Student Telephone Number:** \_\_\_\_\_

**Student Email Address:** \_\_\_\_\_

**Independent Course:** \_\_\_\_\_ **ART 513** \_\_\_\_\_

**Topic Number & Topic Title:** \_\_\_\_\_  
(e.g., Topic 17 – Senior Painting)

**Student's Major:** \_\_\_\_\_

**Session:** \_\_\_\_\_  
(e.g., Fall 2020 or Fall 2021)

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**SECTION 3 - COURSE OUTLINE**

**Please attach a brief course outline describing the following:**

- Course Description and Objectives (see form below)
- Textbooks/Readings/Literature Review
- Assignments (please include DUE DATES) and grading scheme indicating the relative percentage weighting of assignments

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**SECTION 4 - FOR OFFICE USE ONLY**

**Registrar's Office Notified:** \_\_\_\_\_

**Student/Supervisor notified:** \_\_\_\_\_

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**SECTION 5 - APPROVALS**

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

**Approval of the Supervisor:**

\_\_\_\_\_  
Name of Faculty

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Phone Number of Supervisor

**Approval of Department Head**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Denis Gadbois, Head  
Department of Art and Art History

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**SECTION 6 – ANY ADDITIONAL COMMENTS**

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**DEPARTMENT OF ART AND ART HISTORY, FACULTY OF ARTS  
COURSE OUTLINE - INDEPENDENT STUDY**

**Student Name:** \_\_\_\_\_

**Student UCID:** \_\_\_\_\_

**Course Name and Course Number:** \_\_\_\_\_

**Session/Year:** \_\_\_\_\_  
(e.g., Fall 2020, Fall 2021)

<b>Instructor/Supervisor</b>	
<b>Phone/Email</b>	
<b>Contact hours/ course instruction</b>	
<b>Text(s)</b>	
<b>Prerequisite(s)</b>	
<b>Course Description</b>	
<b>Course Objectives</b>	
<b>Assessment (including grading scale)</b>	

**Date**

**Instructor/Supervisor Signature**

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