

# Application for Independent / Guided Study

## Enrollment Services

Phone 626.396.2313  
Fax 626.396.2209  
enrollmentservices@artcenter.edu

**Requests for Independent / Guided Studies MUST BE submitted and approved by WEEK 13 of the prior semester.**

## Student Information (Please Print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_ Major \_\_\_\_\_

Level  Undergraduate  Graduate F-1 Student  Yes  No

Current Term  Spring  Summer  Fall Year \_\_\_\_\_ Receiving Financial Aid  Yes  No

## Mailing Address

Street Address \_\_\_\_\_ Is this a new address? Yes \_\_\_ No \_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Study Type

Academic Independent Study / Guided Study  Humanities  Soc Sciences  Science & Tech  Busn & Prof Prac  
 Studio Independent Study / Guided Study Which department is sponsoring the Independent / Guided Study? \_\_\_\_\_

## Proposal Information Student Section

What is your term level? \_\_\_\_\_

How many previous courses have you taken with the selected faculty? \_\_\_\_\_

Have you taken other courses in the subject area of the Independent / Guided Study?  Yes  No

Are you enrolled in another Independent or Guided Study this semester?  Yes  No

How many Independent Studies have you taken at ArtCenter? \_\_\_\_\_

How many Guided Studies have you taken at ArtCenter? \_\_\_\_\_

Is the Independent / Guided Study taking place outside the U.S.?  Yes  No

**Complete Items 2 through 7 on separate page and attach to the application request.**

[1] Title or subject of Independent / Guided Study: \_\_\_\_\_

[2] Describe the goal(s) for this Independent / Guided Study.

[3] Explain why this instructor is the appropriate individual to supervise this Independent / Guided Study.

[4] Write a brief description indicating what work / research will be done and why this work can only be done as a(n) Independent / Guided Study.

[5] Project / Production outline.

[6] Total # of hours of homework estimated to complete the Independent / Guided Study this semester.

[7] Bibliography.

## Faculty / Instructor Section

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete Items 9 and 10 on separate page and attach to the application request.**

[8] Anticipated meeting frequency with student:

# of Meetings per Semester: \_\_\_\_\_

[9] What are the learning objectives or the learning outcomes that will come from this Independent / Guided Study?

[10] Attach the Grading Rubric or describe how learning outcomes will be evaluated.

PRINT Faculty / Instructor Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Faculty / Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Department Chair and Provost Section

I have reviewed the attached proposal and recommend:

[11] Study type:  Independent Study  Guided Study

[12] Number of Instructional Hours for this Independent / Guided Study: 7 (attach an explanation for hours in excess of 7)

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

ArtCenter College of Design

1700 Lida Street, Pasadena, California 91103

Department: \_\_\_\_\_ Course & Section #: \_\_\_\_\_ CUM GPA: \_\_\_\_\_ Completed Units: \_\_\_\_\_

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## Policy

An **Independent Study** is a course of 3 credits that is initiated by a student to complete a project-based curriculum that is not covered in any other curriculum. The course plan (including timetables and deliverables) for the Independent Study is developed and agreed upon by the Student and the Supervising Instructor in advance. Generally, Independent Study courses include 30 minutes of one-on-one student-faculty contact per week, or 60 minutes of one-on-one student-faculty contact every other week during the semester. A student is restricted from enrolling in more than one Independent Study / Guided Study per semester (with the exception of an 8th or graduating semester undergraduate student, or a graduate student).

A **Guided Study** is a course of 3 credits that is initiated by a student or by a department as way of exploring curricular content in greater depth (sometimes as a follow-up to a transdisciplinary studio, or TDS). The course plan includes regular intensive guidance from the faculty (and may include a faculty member working with a single student or a small group of students). Generally, Guided Study courses meet for at least 60 minutes per week during the semester. A student is restricted from enrolling in more than one Independent Study / Guided Study per semester (with the exception of an 8th or graduating semester undergraduate student, or a graduate student).

## Qualifications

In order to be eligible to initiate and register for an **Independent Study**:

- [1] Student must be a master's degree-seeking student, or a 5th term or higher undergraduate student.
- [2] Student must be in good academic standing.
- [3] Independent Study syllabus or work may not be included in any regularly scheduled studio classes.
- [4] Student may study with an instructor of their choice upon approval by the Department Chair.

In order to be eligible to initiate and/or register for a **Guided Study**:

- [1] Undergraduate and graduate students must be in good academic standing.
- [2] Permission for a Guided Study must be obtained in advance from the Department Chair and the prospective Guided Study faculty member.

## Requirements and Procedures

- [1] Student must propose the Independent / Guided Study well in advance of the end of the semester preceding the desired Independent / Guided Study semester (i.e., students are advised to start the proposal process **no later than Week 10**), in order for the faculty and Department Chair to review the proposed curriculum. **The Independent Study proposal must not replace an existing course that already exists in the curriculum, and the student's proposal must articulate the educational opportunity's distinction from anything else that is available in any offered course.**
- [2] The instructor must deem the student responsible and proficient to successfully engage in a(n) Independent / Guided Study. Due to the nature of the course, students engaged in an **Independent Study will generally meet less frequently than one hour per week with the instructor**, or students engaged in a **Guided Study will generally meet for approximately one hour per week with the instructor**; hours and structure of the course are arranged with the instructor and approved by the Department Chair.
- [3] The instructor must agree and be eligible to take on a(n) Independent / Guided Study course.
- [4] Student and the instructor must develop a clear project outline and deadline schedule, including proposed dates, length of meetings, project deliverables and total instructional hours necessary before the Independent / Guided Study is approved.
- [5] Upon completion, student and the instructor must complete an assessment of the Independent / Guided Study and submit to the Department Chair for review.
- [6] Student will be expected to present documentation of the Independent / Guided Study project to the Department Chair.
- [7] The proposed Independent / Guided Study course must be approved by the Provost, following a recommendation from the Department Chair.
- [8] The deadline for all proposed Independent / Guided Study proposals to be reviewed and approved is the Friday of Week 13 in the semester prior to the semester of the desired Independent / Guided Study. The student will be solely responsible for proposing a(n) Independent / Guided Study course early enough in the preceding semester for all reviews to be thoroughly completed. (An academic department may submit a(n) Independent / Guided Study proposal for a graduate student past this deadline.)

## Allowances

The following majors may take **1** Independent / Guided Study a semester, not to exceed a total of **2** Independent / Guided Studies while at ArtCenter.

**Advertising**

**Environmental Design**

**Fine Art**

**Graphic Design**

**Interaction Design**

**Photography and Imaging**

The following major may take **1** Independent / Guided Study a semester, not to exceed a total of **3** Independent / Guided Studies while at ArtCenter.

**Illustration**

The following majors may take **1** Independent / Guided Study a semester, not to exceed a total of **4** Independent / Guided Studies while at ArtCenter.

**Entertainment Design**

**Film**

**Product Design**

**Transportation Design**

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