Columbus College of Art & Design

SINGLE SEMESTER INDEPENDENT STUDY

Independent Study provides students with the opportunity to pursue in-depth scholarly research and self-direct learning, as well as uniting their regular degree requirements with their personal interests. All Independent Study applications should propose a project or area of study that will allow the student to explore their academic and career interests in greater depth and with a focus that goes beyond class time or beyond current course offerings. As such, *an Independent Study cannot be in lieu of a required course within a program of study without express written permission from the appropriate School Dean.*

IMPORTANT CCAD POLICY NOTES ---PLEASE READ CAREFULLY:

Commitment: it is a privilege, not a right, to participate in Independent Studies. Incomplete or insufficient applications will be rejected.

Supervision: The student should develop their proposed Independent Study with a **Faculty Advisor** (a CCAD faculty member approved by their Program Chair). All students should be aware that no faculty member may supervise more than one student for an Independent Study during any given semester.

Application Deadline: All applications must be complete, approved, and registered no later than five (5) business days before the beginning of term. No retroactive credits for Independent Study will be given.

Commitment: The nature of Independent Study is that it must exceed that which is available in the normal program curriculum. Students should work with their Faculty Advisor to articulate study and research that will allow exploration of studio and career interests in greater depth and with a focus that goes beyond class time or beyond current course offerings; it is required for the student and Faculty Advisor to provide 3-4 clear learning outcomes and goals for the proposed independent study in this form.

Limitations: Students are limited to no more than three (3) credit hours of Independent Study in one semester, and no more than a total of six (6) credit hours in a CCAD program of study.

Grading: Final grades for Independent Study are graded by the Faculty Advisor as they would be for any normal course.

INSTRUCTIONS: Complete in order as indicated below; incomplete/insufficient applications are not accepted and will not be registered.

PART I –Student Information

Last Name   First   Middle   CCAD ID Number

Address   City/State   Zip Code   Phone

Proposal Title   Major Program and School

Student Signature_____   Date_____

PART II –Independent Study Information

In the spaces below, student applicants should work with their Faculty Advisor to reply in detail to each question. Be advised that the Program Chair may require more information and this form may be require revision(s). Attach additional pages if needed. In answering the following, be sure to describe the purpose of this proposed independent study in light of the subject area to be investigated; its relevance to program of study at CCAD, and career objectives beyond the scope of regular CCAD curriculum.

I.   Describe learning outcomes and goals, emphasizing scholarly research and self-directed learning, and how they will be accomplished

II. Describe the proposed frequency, format, and purpose of meetings with the faculty supervisor or mentor.

III. Describe the nature and objectives of the written works and projects required for the project or study.

IV. Describe how learning will be assessed, usually using more than one assessment method.

V.   Describe how results will be presented (mandatory). Check all applicable:

☐ Public Presentation   ☐ Project Blog/Website/Digication
☐ Other (describe) _____

Faculty Advisor Approval: ☐   Yes   ☐   No

_____   _____
Signature   *Print Name*

PART III –OneStop Information

Area/Program of Study Proposed: ☐ADVE   ☐ANIM   ☐ARTH   ☐CINE   ☐COMC   ☐ CRFT   ☐FINE   ☐FASH   ☐ILLU   ☐IDUS   ☐INTE
☐PHOT   ☐LIBA

Semester/Year of Study: ☐Fall 20_____   ☐Spring 20_____   ☐Summer 20_____

Credits: 3.0 credits   NOTE: *no more than 3 credits are allowed in one semester.*

Study will be applied as: ☐ Studio Elective   ☐ LIBA Elective

Number of credit hours registered this semester without this application _____

Student's Current Completed Credit Hours _____

GPA: ☐   Student meets the minimum 3.0 cumulative GPA requirement

IMPORTANT NOTE: *More than 18.0 credit hours requires permission from the student's Program Chair <u>and</u> extra tuition for credit hours beyond 18 credits (see Program Chair's approval in below Part IV*

Indicate approval: ☐   Yes
                                 ☐   No
Indicate approval type: ☐   Phone
                                 ☐   Email
                         Date: _____

PART IV –Program Chair Approval

Indicate approval: ☐   Yes
                     ☐   No
                                 _____   _____
                                 Signature   *Print Name*

IMPORTANT NOTE: *This section here may require approval from the Program Chair if an overload (more than 18 credit hours) is being requested.*

Overload approved? ☐   Yes
                   ☐   No
                                 _____   _____
                                 Signature   *Print Name*

PART V –OneStop Registration

☐   Study added to schedule   ☐   New schedule sent to student

Student Records Reviewed by the OneStop: _____   Date_____

Processed and Registered by: _____   Date_____