

Independent Study Guidelines – Department of Art

Independent Study is an option for a student to engage in when they would like to study a topic independently that is not otherwise available in our curriculum. This can be a rewarding form of learning while working closely with a faculty member for guidance. If the topic or learning opportunity is already covered in one of our courses, then the student should register for the course instead.

An independent study begins with the student presenting a detailed proposal to a professor whose interests relate closely to the proposed study. Art majors in good academic standing are eligible to propose an independent study project. Only regular full time faculty members may guide independent studies.

The proposal must clearly state the activities and anticipated learning outcomes, along with the expectations and responsibilities for both the student and the faculty supervisor. The student and faculty supervisor normally hold regular meetings throughout the period of study. For each credit, the student can expect to put in three hours of time per week. For example, if 3-credits are involved then 9 hours per week, during the semester, should be devoted to the project.

Independent study credit is not given for an activity in which a student is being paid.

Summary – criteria for approval

- Covering content not otherwise available in our curriculum
- Art major and full time faculty member involved
- Closely aligned with the faculty member's scholarship interests, and at a time when they are present and on campus for regular meetings.
- Well-developed proposal, showing learning objectives and commitment level appropriate for the number of credits

Process

The student must generate the proposal in consultation with an interested faculty member. They fill out the department form, including signatures, and submit it to the office. It will then be considered for approval by the department chair. This must be done before the end of the first week of classes, leaving adequate time to select a different course if the proposal is not approved. Late proposals will not be considered.

If approved, the student will be able to register for the course. There is also an online form that must be completed and routed for further approvals:

https://chico.nss.udel.edu/webforms/embtform?wf_id=347&wf_ty=blank

This is a new step and may involve further edits to our process in the future. For now, please route the paper form prior to the student registering for the credits.

Summary for Process of Registering for Independent Study:

- Complete the Independent Study form along with faculty sponsor.
- Drop off the completed and signed form in the Art office for review and approval by the Department Chair before the semester Free Drop/Add period ends.
- If form is approved, the Art Office will register you for the Independent Study class
- Complete the online web form(form is only available to you once we register you). You may obtain the web form by logging into webforms: <https://cas.nss.udel.edu/cas/login?renew=true&service=https://udapps.nss.udel.edu/webforms/casLogin> Select the tab - "blank forms" and scroll down to "Independent Study and DLE agreement "
- Form will then be routed to:
 1. Faculty Supervisor - to complete portion on obligations, grading, etc.
 2. CTE and honors program, if involved
 3. back to student to accept responsibilities
 4. Dept. chair for approval and then on to Dean and Registrar