

INDEPENDENT STUDY FORM

Procedure:

Applicant: Save your DAR as a PDF and complete both pages of this document. E-mail both documents to faculty member who will facilitate this Independent Study.

Faculty: Complete the remaining parts of this document. Print and sign required areas. Send this content to the Art Office. Be sure to include the applicant's current DAR.

REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SUBMITTED TO THE ONE STOP FOR STUDENT SUCCESS OR THE OFFICE OF THE UNIVERSITY REGISTRAR

STUDENT INFORMATION:

Unique ID: _____	Phone: _____	
Name: _____		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>

COURSE INFORMATION:

Term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Course Subject: _____	Course Number: _____	Section: _____	Cr. Hrs: _____	
To be taken: <input type="checkbox"/> Letter grade	OR <input type="checkbox"/> Credit/No-Credit	Change of Hrs: _____	_____	
		<i>(from)</i>	<i>(to)</i>	
Subject of Study: _____				

INSTRUCTOR INFORMATION:

Unique ID: _____	Phone: _____	
Name: _____		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>

REQUIRED SIGNATURES:

Instructor: _____	Date: _____
Dept. Chair/Regional Campus Coordinator: _____	Date: _____

COLLEGE OF CREATIVE ARTS
DESIGN MIAMI OHIO
Application for Independent Study

The purpose of independent studies in the College of Creative Arts is to allow students to pursue an area of study that is not part of regular courses under the guidance of a faculty member in the discipline. Independent studies may not be offered for courses that are taught regularly

(i.e. every year). This includes regional campus courses. Undergraduate students may register for one to five hours of independent study each semester (no more than 10 per year). The workload for each independent study must be commensurate with the credit hours.

OHIO CREDIT HOUR REQUIREMENT GUIDELINES

750 minutes of formalized instruction
1,500 minutes "out-of-class" work
37.5 hours of work per credit hour

CREDIT HOUR REQUIREMENT, APPLIED

at 37.5 hours of work per credit hour...
3 credit hours = 112.5 work hours
15-week semester = at least 7.5 hours of work per week

Name: _____

Date: _____ Semester and year: _____ Credits: _____

Project Title: **Communication Design Internship** Course Number: **ART 340**

Project Description:

On-site internship with designers at an agency or in-house design firm.
Use internships.designmiamioh.org to initiate internship and manage progress reports.

Project Outcomes [e.g. paper, performance, exhibition]:

Employer evaluation, student reflection, report, and work samples.

Tentative Timeline [including number of meetings between student and faculty member]:

Over 200 hours of work on-site in a professional capacity. Faculty reviews mid-term report, final report, and work samples.

Student signature: _____

Faculty member signature: _____

Department Chair signature: _____