



# Independent Studies (Art 29x)

Information sheet & instructions

## What is Independent Studies (Art 29x)?

It is a self-directed program of study that is open to graduates of our visual arts program or people who have an equivalent to our program. Students propose projects that they undertake using our facilities and (some) equipment. It is not a class that regularly meets; rather, it is a student working independently on a project.

## General things you need to know before applying

- Art 290 is only open to graduates of our program or those who have an equivalent level of study
- students may only take two independent study courses in any given semester
- the instructor you want to oversee your project may not be available when you want to do the project; ask him/her first
- because we are not paid to supervise Art 290, we reserve the right to refuse a student's request for taking a Art 290 course<sup>1</sup>
- you will not have access to technicians for assistance; however you can have them sign equipment to you (arrange beforehand) & alert them to equipment failures, breakdowns, etc.
- you only have access to the studio of your study and not all the facilities *unless* it is an interdisciplinary project as outlined in your project proposal
- no materials will be given to students unless arranged beforehand by instructor
- rather than purchase vast quantities of product for which you only need a small amount, it may be possible to pay a "materials fee" for small quantities of supplies (glazes for pottery, for ex.); consult instructor first & include in your proposal
- some equipment will be available for sign-out; please consult with your instructor regarding what is/is not available
- all students may have access to the copy stand and studio lights in order to document their work

Term	Covers the period for	Dateline for applying
<i>(no extensions)</i>		
<b>Spring</b> Independent Studies: <b>Dept. Chair</b>	01 May – 30 June	<b>20 April, 4 pm to</b>
<b>Summer</b>	no July/Aug studies available	----
<b>Fall</b> Independent Studies: <b>Dept. Chair</b>	01 Sept – 20 Dec	<b>30 Aug., 4 pm to</b>
<b>Winter</b> Independent Studies: <b>Dept. Chair</b>	01 Jan - 25 April	<b>15 Dec., 4 pm to</b>

<sup>1</sup> Due to the inherent dangers in sculpture making, if technical assistance or supervision is needed Independent Studies in sculpture is available for September to April only. Please make this clear in your proposal.

## Process for applying

- 1) Before applying, ask the instructor if they are available for the semester in which you want to do your project
- 2) if he/she are available and agree to your project concept, submit a completed proposal to the him/her by the specified deadlines; **note:** if he/she suggests to apply, it does not mean that the application has been accepted; the dept. meets to discuss all independent students enrolled in a semester
- 3) the instructor will contact you by phone or email re: the acceptance or denial of your application
- 4) if your independent studies proposal has been accepted, these are the next steps:
  - a. meet with the instructor to schedule critiques and a specific date for grading the project
  - b. the instructor, in consultation with the student, comes up with the grading criteria; this is signed off by the student and instructor
  - c. Complete the “permission to register form” and submit it to the instructor and department Chair to sign; the student then takes that form to Admissions to register. By signing this form, the student agrees to adhere to the conditions noted above including the grading criteria and deadlines.
  - d. before you have access to the studio or department equipment, you must show proof of your paid registration to your instructor and/or lab technician
  - e. all equipment must be returned on the day of your final critique or your grade will not be released
  - f. there are restrictions for Sculpture. Please see footnote on page 1.

# Independent Studies (Art 290)

Guidelines to writing the proposal

The written proposal must include the following

## 1. Cover letter

It should state what is enclosed in the application as well as the instructor and study areas for which you are applying.

## 2. Proposed project

(250-300 words)—in paragraph form, outline your concept/idea for the project, including your approach, mediums (name the studio area(s) that you will be using), subject matter, and so forth. Contextualize your art making and this particular project in contemporary art practice as well as your own artistic production. For studies in film and animation, a storyboard is required to supplement (but not replace) the project proposal. **For sculpture, make sure you outline your studio and power tool needs. Please see footnote on page 1.**

## 3. Learning outcomes

(100 words)—list your learning outcomes: what do you expect to learn? Are you exploring a new technique, approach, continuing your explorations in a certain genre, medium, etc.?

## 4. Timeline for project completion

Create a week-by-week timeline for your project listing key milestones (goals) and deadlines; be realistic about the goals. This timeline can be altered slightly as you go along (give updated copies to your instructor). Depending upon the project, milestones can include: research time (submit a documentation of your research work like an annotated bibliography), experimentation (have your experimentations ready to show for the midterm and final critique), actual work on the project, and documenting the final piece. The timeline must include a mid-term critique with instructor and a day for final grading.

## 5. Equipment needs

Make a list all the equipment you will need; divide the list into two categories: what you will supply and what you will need to borrow/use from the department. There are technical restrictions for Sculpture. For some sign out equipment, a refundable “equipment deposit” may be imposed. Consult with the instructor first. Also, before the refund is given and the grade released, the equipment will be inspected by instructor, technician, or designate to ensure that the sign out condition is the same as its returned condition.

## 6. Budget

Make a list of all the supplies you will need and their cost; you will be responsible for buying these supplies. You may want to include other costly items such as travel expenses and so forth.

## 7. Current C.V.

Include a current copy of your CV—make sure it has all your contact info (mailing address, email, and phone)

## 8. Transcripts

If you have not graduated from the Camosun College Visual Arts program, please attach a copy of your transcripts to demonstrate that you have the equivalent of 2 years of visual arts training.

## 9. Permission to Register form

(next page)



# Independent Studies (Art 29x)

## Permission to Register

(take this to Admissions to register)

**Independent Studies Art 290, 292, 294, etc.**

Course: Ind. Study course #1: Art 29\_\_\* C\*\* in \_\_\_\_\_  
(field)\*\*\*

& credit units Ind. Study course #2 Art 29\_\_\* C\*\* in \_\_\_\_\_  
(field)\*\*\*

Name of student: \_\_\_\_\_

Student number: \_\_\_\_\_

Studio(s)/field of study: \_\_\_\_\_

Instructor name (print): \_\_\_\_\_

Instructor signature: \_\_\_\_\_

Chair signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* 290 is the first Independent Study class you take; 292 is the 2nd one, 294 is the 3rd, etc

\*\* C=3.0 credit units

\*\*\* Select **one** field per independent study: photo, printmaking, animation, etc.

By signing this form, the student agrees to the conditions listed in regards to the independent study policy and safety waiver, materials fee and/or equipment deposit.

**Note:** a copy of the project proposal, grading criteria, and the signed this permission form must be given to the Chair.

# Instruction Sheet for independent study instructors

1. Read over the proposals to determine if you are interested in supervising and guiding the student.
2. If yes—but the proposal is missing information—contact the student to submit the necessary info.
3. If no—call the student and let them know.
4. Prior to the student beginning the project, meet with him/her to do the following:
  - a. Schedule **critique(s) dates** and where the critiques will be held
  - b. Establish a deadline for **when the project is due** and will be graded; determine where the art is to be presented for grading
  - c. Establish **grading criteria** (for ex: the final body of work, how it will be assessed—concept development, technical aspects, artist statement, etc.); type/write this criteria down, the student and instructor both sign it; the student & instructor will each have a copy; submit a copy to the Chair as well
  - d. **Sign the “permission to register” form**; the student then gives it to the Chair to sign
  - e. **Sign the “Informed Consent” form** and this is also passed on to the Chair. After that all the above is in place the student may begin the project.



Department of Visual Arts  
**Risk Assumption and Liability  
Waiver Form**

**Please read carefully – signing this document will affect your legal rights**

**Preamble**

Participation in the Art 29x<sup>2</sup> (“Course”) is completely voluntary. Students are not required to participate in any part of the Course in order to complete their diploma or degree. Rather, it is a student directed course in which the participant does much of his or her work unsupervised by any College employee or agent.

All participants in the Course are required to execute this Risk Assumption and Liability Waiver Form, through which the participants assume all of the risk attendant with their participation in the Course and release Camosun College, its employees and agents and representatives from any and all claims which might arise as a result of their participation in the Course.

The Course is an exceptional educational opportunity, but it is not without certain risks, dangers, and hazards to which all participants may be exposed. These include, but are not limited to the risk of, personal injury, death, property damage, expense and other loss.

The Statement of Risks set forth below is intended to inform participants of the general nature of the risks associated with participation in the Course. It is not intended to be an exhaustive list of the various risks to which participants may be exposed as a result of their participation in the program.

**STATEMENT OF RISKS**

The Course involves all the risks inherent performing manual tasks using tools, equipment, and/or materials that may pose a risk or danger. There are significant risks, dangers and hazards to which participants may be exposed. These include, but are not limited to, use of power tools and equipment, the use of, and exposure to, materials that may pose a threat or danger to health, and all risks attendant with exposure to the aforementioned risks while unsupervised and outside regular College hours.

**ASSUMPTION OF RISK BY PARTICIPANT**

I understand that as a result of my participation in the Course I may be exposed to various risks and that I might suffer loss or damage as a result. I freely and voluntarily accept and assume personal and sole responsibility for any loss or damage suffered by me as a result of any aspect of my participation in the Course.

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<sup>2</sup> 290, 291, 292, 293 etc.

## **LIABILITY WAIVER**

Further I RELEASE AND SAVE HARMLESS Camosun College, its employees, agents and representatives from any and all liability for any loss, damage or expense that I may suffer as a result of my participation in the Course.

**I have read this document carefully and acknowledge my understanding that signing it affects my legal rights.**

**If you have any question or concerns you are encouraged to seek independent legal advice.**

\_\_\_\_\_  
(Signature of Participant)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

**If the participant is not 19 years of age, the following must be completed.**

I, \_\_\_\_\_, am the legal parent or guardian of

\_\_\_\_\_ (the "Minor"), hereby on behalf of the Minor and his/her heirs executors, successors assigns, do agree to the terms of this Risk Assumption and Liability Waiver Form and execute it on behalf of the Minor.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Relationship)