



Applying for **Independent Studies**

(ART 290, 292, 294, 296, 298)

What is Independent Studies?

It is a self-directed program of study 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 to know

- Students may only take two independent study courses in any given semester.
- You will not have access to technicians for assistance; however, you can have them sign out equipment to you (arrange beforehand) and alert them to equipment failures, breakdowns, etc.
- You only have access to the studio(s) of your study and not all the facilities. The sculpture shop is closed for maintenance May-August.
- No materials will be given to students unless arranged beforehand by instructor.
- It may be possible to pay a “materials fee” for small quantities of supplies (glazes for pottery, for example); consult instructor first and include in your proposal.
- Some equipment may not be available for sign-out; consult with your instructor.
- Students have access to the copy stand and studio lights in order to document their work.

Prior to applying

- Read over the application instructions and guidelines.
- Contact the instructor who you’d like to supervise your project. They are not obligated to take on independent studies projects. Also, they may suggest you submit a proposal, but this does not mean that they have agreed to supervise.
- If you are not a Camosun student, obtain a copy of your transcripts to attach to the application. The course pre-requisite is the completion of the diploma in Visual Arts (or equivalent).

Process for applying

1. Submit a completed proposal to the Dept Chair and to your instructor supervisor by the specified deadlines (see following pages for application details).
2. The instructor or department Chair will contact you regarding the success of your application.

<i>Term</i>	<i>Covers the period for</i>	<i>Application deadline (submit to Dept Chair)</i>	<i>Applicant is notified</i>
Spring	01 May – 30 June Note: sculpture studio not available	15 April, 4 pm	30 April
Summer	July - Aug studies NOT available	N/A	N/A
Fall	01 Sept – 20 Dec	15 Aug., 4 pm	31 Aug
Winter	01 Jan - 25 April	01 Dec., 4 pm	22 Dec



After your application has been accepted

1. **Meet with the instructor to establish the following (must be in written form).**
 - a) 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.

2. **Complete the “Permission to Register” form.**
 - a) Submit it to the instructor and department Chair to sign.
 - b) The student takes the “permission to register form” to Admissions to register.

Note: By signing this form, the student agrees to adhere to the conditions noted above, including the grading criteria and deadlines.

3. **Complete the “Risk Assumption & Liability Waiver” Form.**

4. **Submit proof of your paid** registration to your instructor, department Chair, and lab technician.

Please note: Until you show that you’ve paid for the course, you are not allowed access to the studio or department equipment.

After completing your independent study

- All equipment must be returned on the day of your final critique or your grade will not be released.
- The equipment will be inspected by instructor, technician, or designate to ensure that its sign-out condition is the same as its returned condition.



The proposal must include the following components

Cover letter (1 page max.)

State what is enclosed in the application, including the potential instructor and studio areas you want to use.

Proposed project (500 words)

In paragraph form, describe and discuss the following:

- Your project concept/idea.
- Subject matter.
- Your approach and mediums.
- Contextualize your art making and this particular project in contemporary art practice.

Note: For film and animation, a storyboard is required to supplement (but not replace) the project proposal.

- Name the studio area(s) that you will be using.

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.?

Equipment needs (1 page max.)

Make a list of all the equipment you will need; divide the list into two categories: what you will supply and what you will need to borrow/use/access; for instance, in sculpture, state what power tools you will need. Be aware that for some equipment a refundable “equipment deposit” may be imposed. Consult with the instructor first.

Budget (1 page max.)

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 in order to gain an accurate picture of the total cost of this project.

Timeline for project completion (1 page max.)

Create a week-by-week timeline for your project listing key milestones (goals) and deadlines, including mid-term critique with instructor and a day for final grading. 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.

Current Curriculum Vitae (2 pages max.)

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

Transcripts

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

“Permission to Register” form & “Risk Assumption & Liability Waiver” form



Independent Studies (ART 290, 292, 294, 296, 298)

Permission to Register

(Students must take this form to Student Services to register.)

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 regard 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 permission form must be given to the Chair.



Department of Visual Arts Risk Assumption & Liability Waiver Form

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

Preamble

Participation in the ART 29x¹ (“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 Camosun 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, 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 in 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 Course 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.

LIABILITY WAIVER

Further I RELEASE AND SAVE HARMLESS Camosun, 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.

¹ 290, 292, 294, 296, 298



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

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 _____, 201__

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)



CAMOSUN Instruction Sheet for Instructors

1. Read over the proposal 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—contact 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** (eg, the final body of work, how it will be assessed—concept development, technical aspects, artist statement, etc.). Record this criteria; the student and instructor both sign it; the student & instructor will each have a copy; submit a copy to the Chair.
 - 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 all of the above is in place, the student may begin the project.