

**Independent Study**  
**Department of Art and Art History, TCNJ**

Independent study should be used for individual pursuit of topics within or beyond a student's major field of study, which transcend the regularly available curriculum. It will normally involve research, primary source reading, and/or fieldwork. Note: Independent Study may not be taken as a substitution for any existing course.

Matriculated students who have completed at least 14 units (56 credits) are eligible for independent study. At least 3.75 units (15 credits) must have been completed at The College of New Jersey. A minimum grade point average of 2.5 is required, subject to waiver by the department chair. A student may enroll in no more than 1.5 units (6 credits) of independent study in a given semester. A department may limit the number of independent study units which a student is permitted to complete within that department's programs.

An independent study application consists of two parts. The first is an enrollment form, including an evaluation rubric, which must be signed by the student, faculty sponsor and department chair. The second is an independent study summary proposal prepared by the student in conjunction with the faculty sponsor. The proposal must follow the guidelines of the College and include the following information:

1. a detailed description and rationale of the project
  - a. include a project title, number of units, purpose of study, objectives, activities to accomplish objectives (number, type, and length of each activity/assignment, assignment details including research methodology and requirements), reading list or bibliography, and so on.
  - b. articulate the need for the study and the reason why the student is requesting an independent study
2. the amount of time devoted to each major aspect of the project
3. a description of prior course work or other experience which prepares the student for the proposed activity
4. the frequency and duration of meetings with the faculty sponsor (including why the faculty sponsor is a logical choice to oversee the study)
5. a timeline including dates for completion of projects/assignments

The proposal must clearly articulate the need for the independent study. It must explain how the activity differs from courses offered throughout the academic year (i.e., why the student is not taking a course offered through the Department). It should also include information about previous independent study courses in which the student has completed. The methods by which the student's work will be evaluated must be clearly stated in the proposal. Some appropriate forms of evaluation include papers, performances, and/or presentations. All AAV 391 Independent Study in Visual Arts proposals should include a public display or exhibition of artwork completed as a culminating activity. The evaluation rubric should include criteria that outline how the faculty sponsor will assess learning (of the objectives) and fulfillment of requirements. The independent study proposal should be similar to a typical course syllabus and calendar. To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per one course unit shall apply.

The completed application must be submitted to the Department of Art and Art History for review (by November 15 for Spring and May 1 for Fall and Summer). The Department may approve, request revisions, or reject the proposal. The student and faculty sponsor may be asked to attend a meeting with the Department Curriculum Committee to explain the study and receive feedback. If the proposal is approved, it is forwarded to the Assistant Dean for approval and, if approved, to The Office of Records and Registration at the time the student registers for the course.

Independent Study or Mentored Research Enrollment Form-

<http://recreg.pages.tcnj.edu/files/2010/11/Independent-Study-or-Mentored-Research-Enrollment-Form.pdf>

College Policy for Independent Study- <http://policies.tcnj.edu/policies/digest.php?docId=8062>

**Independent Study Application Evaluation Form (to be completed by Department)**  
**Department of Art and Art History**

Student Name:

Independent Study Title:

Application Criteria	Evaluation		Comments
Has the student completed at least 14 units, with at least 3.75 units at TCNJ?	Y	N	
Does the student have a minimum grade point average of 2.5?	Y	N	
Is the enrollment form complete and signed by the student, faculty sponsor and department chair?	Y	N	
Does the evaluation rubric include criteria that clearly outline how the faculty sponsor will assess learning (of the objectives) and fulfillment of all requirements?	Y	N	
Does the summary proposal include a detailed rationale for the project? Does it articulate both the purpose of the study and the need for the study (i.e., the reason why the student is requesting an independent study)?	Y	N	
Does the summary proposal include a strong project title and number of units (that match # of units on the enrollment form)?	Y	N	
Does the summary proposal include relevant objectives?	Y	N	
Does the summary proposal include a detailed description of the project, including the activities to accomplish objectives? Does it include the number, type, and length of each activity/assignment, assignment details including research methodology and requirements, and so forth?	Y	N	
Does the summary proposal include a strong reading list or bibliography?	Y	N	
Does the summary proposal include a sufficient amount of time to be devoted to each major aspect of the project?	Y	N	
Does the summary proposal include a detailed description of prior course work or other experience, which prepares the student for the proposed activity?	Y	N	
Does the summary include adequate information about previous independent study courses in which the student has completed?	Y	N	
Does the summary proposal outline the frequency and duration of meetings with the faculty sponsor? Is it adequate and specific?	Y	N	
Does the summary proposal explain why the faculty sponsor is a logical choice to oversee the study?	Y	N	
Does the summary proposal include a practical timeline including dates for completion of projects/assignments?	Y	N	
If the proposal is for AAV 391, does it include a public display or exhibition of artwork completed as a culminating activity?	Y	N	
Does the proposal follow the workload guidelines (i.e., a minimum of 12 hours of effort per week per 1 course unit)?	Y	N	

Department Decision:

Approved \_\_\_\_\_

Revisions Needed \_\_\_\_\_  
 (must be re-submitted within 1 week)

Reject \_\_\_\_\_