

Academic Council Policy

Graduate Studies Special Studies Courses

Description:

The Graduate Studies Special Studies Policies define roles and responsibilities for students and faculty for Independent Studies, Internships and Residencies

Approvals:

Senate Graduate Studies Committee: March 2009
Revised: September 2010, December 2011
Senate: January 2012

Approval Authority: Senate

Signature: Chair, Senate

Policy:

Special Studies courses (Independent Study, Internships and Residencies) offer graduate students the opportunity to earn credits outside of the scheduled curriculum. All applications require approval from:

1. The faculty member supervising and grading the Special Studies course.
2. The student's Principal Advisor (if applicable)
3. The Graduate Program Director.

Special Studies courses are subject to the following overall limitations:

- a) Graduate students may take the maximum number of Special Studies credits defined by their program.
- b) Under exceptional circumstances the Graduate Program Director may approve a variation of the credit limit.
- c) Only students in good standing will be considered for Special Studies.
- d) All Special Studies applications must be accompanied by a typed proposal demonstrating how the Independent Study will advance the applicant's overall course of study at the university.

Special Studies applications should be developed by the student in consultation with the faculty member who will be supervising the Special Studies course. Completed applications must be submitted to the Graduate Program Director in advance of the deadlines published in the current university calendar for registration and course change periods.

Failure to meet deadlines or follow approved policies and procedures will result in a failing grade being recorded on the student's academic record.

i) Independent Study

Independent Study courses provide graduate students with the opportunity to undertake studies of significance to their educational objectives, where otherwise not available through the regular university curriculum. Independent studies are supervised and evaluated by OCAD U faculty members.

The Independent Study proposal must be approved in writing by the supervising faculty member, the student's Principal Advisor, and the Graduate Program Director. Students are required to initiate regular contact with their supervising faculty member throughout the semester. The evaluation criteria for the project are to be defined by the supervising faculty member.

ii) Internship

Internships provide graduate students with opportunities to gain experience in the professional worlds of art, design, criticism and curating that will complement their studies. On-site work is performed under the guidance of the internship sponsor and the internship credit is supervised and evaluated by an OCAD U faculty member.

The internship proposal must be signed by the sponsor to indicate their willingness to participate in this educational experience and to verify that qualified personnel will supervise the student. The credit value of internships varies according to the number of hours worked and must be indicated on the Internship Application form (see Table 1 below). Completed proposals must be approved by the supervising faculty member, the student's Principal Advisor, and the Graduate Program Director.

The internship must not be at the student's place of regular employment. Internships may or may not be remunerated. Internships are graded as pass/fail.

Table 1: Credit Value of Internships

Minimum Hours	Credits
100	3
200	6
300	9

iii) Residency

Residencies provide graduate students with the opportunity to study in new environments and communities and to work with new technologies that are programmatically relevant and pedagogically transferrable. On-site work is performed under the guidance of the residency host (as applicable) and the residency credit is supervised and evaluated by an OCAD U faculty member.

Students may apply for approved residencies, or may submit a residency opportunity for approval by their Graduate Program Committee.

The credit value of residencies varies according to the duration of the residency and must be indicated on the application form. The credit value will be determined by the Graduate Program Committee.

Residencies are graded as pass/fail.