

Academic Council Policy

Special Studies

1012

Description:

Approvals:

Approved by College Council: Revised, May 13, 2002

Approved by Curriculum Committee: Revised, January 18, 2006

Approved by Academic Council: January 30, 2006

Date Effective: January 1, 2006*

Approval Authority: Academic Council

Signature: Keith Rushton

A. INTRODUCTION

Special Studies offer third- and fourth-year students (10 or more completed credits) the opportunity to earn credits outside of the scheduled curriculum. There are two types of Special Studies: Field Study and Self-Directed Study.

All projects require the approval of the Dean (or Assistant Dean) of the student's Faculty and are subject to the following overall limitations:

- a) Third year students (10 or more completed credits) may take a maximum of 0.5 credit in Special Studies.
- b) Fourth year students (15 or more completed credits) may take a maximum of 1.0 credit in Special Studies.
- c) Under exceptional circumstances the Faculty Dean may approve a variation of the credit limit.
- d) Only students holding an overall B (70-79%) average or above will be considered for Special Studies.
- e) All Special Studies applications must be accompanied by a one-page typed proposal demonstrating how the Special Study will advance the applicant's overall course of study at the university.

Special Studies are coordinated through the Office of the Registrar. Students must contact the Office of the Registrar before the deadline published in the current university calendar for details on Special Studies, including proposal and evaluation policies, guidelines and appropriate forms. Students whose proposals have been approved must register for their Special Studies during the 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.

B. FIELD STUDY

Field Studies provide students with opportunities to gain experience in the professional worlds of art and design that will complement their studies. On-site work is performed under the guidance of the field study sponsor and the field study credit is supervised and evaluated by an OCAD faculty member.

The field study proposal must be signed by the field study sponsor to indicate their willingness to participate in this educational experience, to verify that qualified personnel will supervise the student and that the number of contact hours will be equivalent to the credit value of the project. Completed proposals must be approved by the supervising faculty member and the Dean (or Assistant Dean) of the student's faculty.

The field study assignment must not be at the student's place of regular employment. Under no circumstances may the student receive remuneration during the term of the field study project, with the exception of a small stipend from the sponsor to cover direct costs.

C. SELF-DIRECTED STUDY

Self-Directed Studies provide students with the opportunity to undertake studies of significance to their educational objectives, where otherwise not available through the regular university curriculum. Self-directed studies are supervised and evaluated by OCAD faculty members.

The Self-Directed Study proposal must be approved in writing by each supervising faculty member and the Dean (or Assistant Dean) of the student's Faculty. Students are required to initiate regular meetings with their supervisor as well as complete three formal critiques at specified times in the semester. During the first formal critique, the evaluation criteria for the project are to be defined by the student and the supervisor. All critiques are to include a written narrative addressing these criteria by the supervisor.