

## **PROPOSAL FOR INDEPENDENT STUDY AND SPECIAL TOPICS CLASS**

An Independent Study or Special Topics class is an opportunity to explore in depth a subject matter of your choosing as a technical elective in your program.

A proposal must be written and approved by your faculty mentor no later than class time Week #2 of the quarter in which you take the course.

**This proposal should be submitted in writing to the instructor mentoring you this quarter and once signed, a copy of the proposal should be uploaded into eCompanion under the Doc Sharing tab marked “Instructor Only.” Once you have done this please email the instructor facilitating the course for the quarter Dianne Caron [dcaron@aii.edu](mailto:dcaron@aii.edu).**

### **OUTLINE FOR PROPOSAL**

- Describe in detail an overview of what you want to learn and achieve in this class
- Describe the Objectives and Competencies that will be gained from this class
  - A focused skill set beyond the current curriculum
  - An in-depth approach building upon course work in the curriculum
  - A focused course supplemental to the curriculum
  - A need for this skill set in the industry
  - Your assessment of why this is valuable to your education in your field of study.
- List and describe in detail the assignments, deliverables, and works that will be developed in this class, along with a timeline detailing the due dates and deadlines.
- Define the mentoring process
  - Who will be mentoring (this will be your course instructor, but you may also have additional mentors as well).
  - Type of contact and oversight of the the project.
  - Frequency and types of meetings that will occur during the term.
- Describe how this course fits into your program and the potential influence on your career goals.
- Prepare and submit no later than week #5 of the quarter a complete rubric for your project. This rubric must be approved by your course instructor. If you are working with a faculty mentor other than me, your faculty mentor may or may not require a rubric. Please check with your mentor directly.

**This proposal must illustrate course content equivalent to 44 hours of instruction and 40 plus hours of homework or assigned projects submitted for review and grading. The course must meet the rigors of a traditional 3 credit program at The Art Institute of Seattle. PLEASE address each item on the sheet in your proposal in detail.**

**Additional Information:**

There are expectations for this course in addition to the above proposal. PLEASE read ALL of the announcements on the home page of eCompanion for this course. One important note – you MUST post a brief project update to the weekly discussion board in eCompanion each week no later than midnight (pst) Friday evenings in order to be marked present for class. Even if you are meeting weekly with your faculty mentor you are required to post online for attendance purposes. If you are marked absent 3 times you will automatically be dropped from the class.