

School of Film, Dance and Theatre

Individualized Instruction Course Policies and Procedures - Undergraduate

Who is Eligible?

- School of Film, Dance and Theatre individualized instruction courses are reserved for undergraduate students who have achieved junior or senior status
- Student must have a minimum 3.0 cumulative GPA
- If you do not meet the above criteria you **must** attach a personal statement explaining why you should be considered for this opportunity and how it will benefit you

Course Number Options

- **DCE/FMP/THE/THP 499 Individualized Instruction:** Provides an opportunity for original study or investigation in the major or field of specialization on an individual and more autonomous basis. Neither a substitute for a catalog course nor a means of taking a catalog course on an individual basis. Requires application well in advance of regular registration with the student's advisor, the advisor's signature, and approval by both the instructor with whom the student will work and the chair of the department offering the course.

Procedures

- Print Individualized Instruction – Course Request Form (below)
- Choose and meet with supervising faculty member to discuss requirements and complete all sections of the form
 - Forms can be typed or neatly handwritten in **ink**
 - **Must be signed by supervising faculty member**
- Student must make an appointment to meet with their academic advisor. Advisor will only sign the form if the student meets the academic standing and GPA requirements
 - To schedule an appointment: 480-965-4495

Design South (CDS) Room 101

Mon-Fri 9:00am-4:00pm

- After receiving faculty and advisor signatures, student must turn all completed materials into the Director of the School of Film, Dance and Theatre for approval and signature
 - Director: Tiffany Lopez, Tiffany.Ana.Lopez@asu.edu
 - Location: Dixie Gammage Hall (GHALL) Room 232
- Students will receive an email from the School regarding the status of the application. If approved, the email will also contain instruction on course enrollment.

**INDIVIDUALIZED INSTRUCTION COURSE REQUEST FORM
SCHOOL OF FILM, DANCE AND THEATRE
UNDERGRADUATE**

STUDENT NAME: _____ ASU ID: _____

PHONE: (____) ____-____ E-MAIL: _____

SEM/YR OF COURSE REGISTRATION: _____

CR HOURS REQUESTED (*please note that each 1 credit = 45 hours work*): _____

COURSE PREFIX & NUMBER: _____ SLN: _____

APPLICABLE COURSES INCLUDE:

DCE 499 Individualized Instruct. (1-3 credits)	FMP 499 Individualized Instruct. (1-3 credits)
THE 499 Individualized Instruct. (1-3 credits)	THP 499 Individualized Instruct. (1-3 credits)

FACULTY MEMBER **LISTED IN COURSE SCHEDULE**: _____

FACULTY/STAFF MEMBER **SUPERVISING WORK**: _____

Primary purpose of the independent study/experience (attach additional sheet/proposed syllabus if needed):

Student's Primary Learning Goals (attach additional sheet/proposed syllabus if needed):

Primary activities and products produced (attach additional sheet/proposed syllabus if needed):

Assessment & Supervisory Protocols (attach additional sheet/proposed syllabus if needed):

PROPOSED COMPLETION DATE (IF DIFFERENT FROM END OF SEMESTER): _____

- **To the Student:** I understand that I must satisfactorily complete the assignments as outlined above in the Brief Description of Proposed Study by the date agreed upon with the supervising instructor.

Student Signature

Date

- **To the Faculty/Staff Member supervising the student's work:** I accept the student's Proposed Study as described above and will be responsible for assigning a grade upon completion of the work.

Faculty/Staff Signature

Date

- **To the Student's Academic Advisor:** The Proposed Study as described above has been reviewed by me and is accepted as part of the student's semester course load and, if applicable, the student's program of study.

Academic Advisor Signature

Date

Student meets 3.0 GPA Requirement: Yes / No	Student meets academic standing requirement: Yes / No
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- **To the Director of SoFDT:** The Proposed Study and means of assessment as described above have been reviewed by me and are approved.

Director Signature

Date