

School of Film, Dance and Theatre
Variable Instructor Course Policies and Procedures
GRADUATE

Who is Eligible?

- School of Film, Dance and Theatre variable instructor courses are reserved for graduate students at any academic level
- 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 590/690/790 Reading and Conference:** Independent study in which a student meets regularly with a faculty member to discuss assignments. Course may include such assignments as intensive reading in a specialized area, writing a synthesis of literature on a specified topic, or writing a literature review of a topic.
- **DCE/FMP/THE/THP 592/692/792 Research:** Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project such as a thesis or dissertation, report, or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript.

Procedures

- Print Variable Instructor Course Request Form
http://theatrefilm.asu.edu/students/undergrad/forms_stf.php
- 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**
- 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: Jacob Pinholster, Jacob.Pinholster@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 instructions on course enrollment.

VARIABLE INSTRUCTOR COURSE REQUEST FORM
SCHOOL OF FILM, DANCE AND THEATRE
GRADUATE

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/FMP/THE/THP 592/692/792 Research (1-12 credits)

DCE/FMP/THE/THP 590/690/790 Reading and Conference (1-12 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 Director of SoFDT:** The Proposed Study and means of assessment as described above have been reviewed by me and are approved.

Director Signature

Date