

## **Independent Study**

### **Department of Art and Art History, TCNJ**

Independent study should be used for individual pursuit of topics within or beyond a student's major field of study, which transcend the regularly available curriculum. It will normally involve research, primary source reading, and/or fieldwork. Note: Independent Study may not be taken as a substitution for any existing course.

Matriculated students who have completed at least 14 units (56 credits) are eligible for independent study. At least 3.75 units (15 credits) must have been completed at The College of New Jersey. A minimum grade point average of 2.5 is required, subject to waiver by the department chair. A student may enroll in no more than 1.5 units (6 credits) of independent study in a given semester. A department may limit the number of independent study units which a student is permitted to complete within that department's programs.

An independent study application consists of two parts. The first is an enrollment form, including an evaluation rubric, which must be signed by the student, faculty sponsor and department chair. The second is an independent study summary proposal prepared by the student in conjunction with the faculty sponsor. The proposal must follow the guidelines of the College and include the following information:

1. a detailed description of the project (articulating the need for the study and the reason why the student is requesting an independent study)
2. the amount of time devoted to each major aspect of the project
3. a description of prior course work or other experience which prepares the student for the proposed activity
4. the frequency and duration of meetings with the faculty sponsor
5. dates for completion of project milestones where applicable

The proposal must clearly articulate the need for the independent study. It must explain how the activity differs from courses offered throughout the academic year (i.e., why the student is not taking a course offered through the Department). It should also include information about previous independent study courses in which the student has completed. The methods by which the student's work will be evaluated must be clearly stated in the proposal. Some appropriate forms of evaluation include papers, performances, and/or presentations. All AAV 391 Independent Study in Visual Arts proposals should include a public display or exhibition of artwork completed as a culminating activity. To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per one course unit shall apply.

The completed application must be submitted to the Department of Art and Art History for review (by November 15 for Spring and May 1 for Fall and Summer). The Department may approve, request revisions, or reject the proposal. If the proposal is approved, it is forwarded to the Assistant Dean for approval and, if approved, to The Office of Records and Registration at the time the student registers for the course.

Independent Study or Mentored Research Enrollment Form-  
<http://recreg.pages.tcnj.edu/files/2010/11/Independent-Study-or-Mentored-Research-Enrollment-Form.pdf>

College Policy for Independent Study- <http://policies.tcnj.edu/policies/digest.php?docId=8062>

## **Internships**

### **Department of Art and Art History, TCNJ**

The primary purpose of the college-level internship is the development of occupational or professional competence in the actual occupational setting after theory education has been completed. Other purposes (income, career exploration, learning-by-doing, on-the-job training, etc.) cannot be the primary purpose, though they may occur as a secondary result of the internship experience. A minimum of 50 on-the-job hours should be required per quarter course unit of credit (0.25 units). A substantial written assignment or portfolio requiring research and/or creative work should be required. A simple log describing activities may be included but in and of itself is not sufficient to satisfy this requirement.

An internship contract consists of two parts. The first is an enrollment form, which must be signed by the student, supervising faculty and department chair. The second is a proposal prepared by the student. The written proposal must follow the guidelines of the College and include the following information:

1. the number of credit hours from any previous internship, as well as the semester taken and the firm or agency where the internship was done
2. how credits are to be earned and what on-the-job activities will be required of the intern
3. the method of evaluating the internship to be used by the faculty supervisor
4. the firm or agency where the internship will be done
5. the professional person at the firm or agency who will supervise the student during the internship
6. information about on-site visits by a supervising faculty member whenever feasible

The completed internship contract must be submitted to the Department of Art and Art History for review (by November 15 for Spring and May 1 for Fall and Summer). If a student receives an Internship offer after the Department's contract deadline, the student must complete and submit the contract as soon as possible to the supervising faculty (for a signature) and then to the department chair.

Students interested in an internship must understand the following guidelines and requirements:

1. Enrollment is limited to upper division program majors or minors with at least a 2.5 GPA in that program.
2. The internship is an applied experience. Students must be working under guidance of professionals within the discipline of study.
3. Internships may be offered on either a graded or pass-fail basis.
4. Student taking a second internship is expected to obtain different knowledge and experience from the first internship.
5. A maximum of 3 internship units can be counted toward a degree, and a maximum of 2 course units is allowed for any single internship within a semester.

Further information on credits, GPA, and requirements for the Internship and The Internship Contract are available in the Student Handbook. *Check the student [HOTLINE](#) for opportunities.*

Internship Enrollment Form- <http://recreg.pages.tcnj.edu/files/2010/11/Internship-Enrollment-Form.pdf>

College Policy for Internships- <http://policies.tcnj.edu/policies/digest.php?docId=8182>