

Art 399v & 699v DIRECTED WORK APPROVAL FORM

Both sides of this form must be completed and approved before the Art Department office can give you a course registration number (CRN) to enroll in your 399 or 699 course. Once you have been given a CRN you need to use the MyUH online Banner registration system to register for this "Directed Work" course. When registering online for your 399v or 699v course please be attentive to the fact that this is a variable credit course and the default course credit amount is indicated as one (1) credit, go to the screen location that allows you to select the credit amount option and change it to the assigned amount; submit, and double check; repeat if necessary.

Carefully read the requirements and regulations pertaining to "Directed Work" courses on the back-side of this form.

Students, please complete your portion of the form below in legible print.

Name: _____ UH Email: _____@hawaii.edu
Last, First

UH ID: _____ - _____ Preferred Email: _____

Preferred Phone #: _____ - _____ - _____

Check one of the major status categories below:

____ Minor, ____ BA Studio, ____ BA Art History, ____ BFA & _____ program area, ____ MA, ____ MFA,
____ non-art-major, ____ Unclassified Grad

Check, circle, or fill-in items below:

Course: ____ 399, ____ 699 Credits: 1, 2, 3 Semester: ____ Fall ____ Spr ____ Sum ____ , Year: ____

Grading Criteria: ____ A/F, ____ Cr/N

In the space below please provide a topic title and brief description; attach a proposal that is a minimum of one full typewritten letter-size page that provides a detailed description of work to be accomplished and include a timeline.

Previous Directed Work Completed:

Course	Credits	Grade	Instructor	Semester	Year	Topic
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Instructor's signature: _____ printed last name: _____

Chair's signature _____ Date _____ Approved ____ Denied ____

Art 399v & 699v DIRECTED WORK REQUIREMENTS & REGULATIONS

Instructor approval is based on a faculty member's willingness to work with you on your project. The prerequisite to 399v is a minimum of two 300-level or above art courses in the area of directed work, as well, the student must have completed one course with the sponsoring instructor. In addition to an instructor's signed consent departmental approval is required. 399's require the Associate Chair's signed approval and 699's require the Graduate Chair's sign approval. Note, there is no compensation provided for faculty who take on 399 and 699 students.

The course credit given for Art 399v (undergraduates and unclassified graduates) and for 699v (classified graduates only) is limited to 3 credits per semester. The BA Art (art studio focus and art history focus) allows 3 credits of 399 to be included in the major requirements. A maximum of six credits are allowed in the BFA Art major. In the Art History MA six credits of 699 are allowed for Plan A and nine credits for Plan B, and nine credits are permitted with the MFA degree. All Art majors note: 399v course credit must be taken for a letter grade to apply towards your major; the option of credit/no credit is for non-art majors.

Art 399 is not to be used as a substitute for courses offered by the Art Department nor University Focus designated courses. 399's and 699's are intended for usage by students who have specific projects covering content outside of existing courses and that he/she wants to explore within a formal academic tutorial setting. Departmental approval will not be given to loosely or poorly structured projects. 399's / 699's demand a high level of self-motivation and self-discipline. Most students are more productive in structured courses.

Whether a three credit 399 or 699 proposal will focus on studio, or textual production, or a combination of the two; a body of work or a paper equivalent to the final project of a standard studio or lecture course is not sufficient. In a standard course, the final project represents at most 50% of the course workload. A good guideline is that 135 hours is equivalent to the combined class time and homework of a 3-credit course with an average letter grade of "C."

A 399 / 699 is not an independent study. The typewritten and detailed description of your directed work proposal must be educational and challenging with clearly defined expectations and criteria for evaluation. In effect, you are creating your own syllabus. Your faculty sponsor's role is advisory in that they use their professional experience and expertise to help you fulfill your project expectations. You must be willing and able to meet with your faculty sponsor during their scheduled office hours. They do not create a schedule to accommodate you nor do they police your progress; it is your responsibility to follow your timeline.

In consultation with your advisor you may be expected to attend specific class sessions and/or extracurricular events. You may also be expected to conduct academic research that supports your studio project. This may take the form of a research paper or class presentation. In some instances, supply reimbursement may be necessary depending on the scope of your project; this will be determined by your faculty sponsor.

Please indicate with your signature below that you have read and understood the above requirements and regulations.

Student's Signature: _____ Date: _____ / _____ / _____