

Application for Directed Study

Requirements

- A student must be enrolled at KCAI the semester prior to the semester in which the directed study will occur.
- A minimum GPA of 3.0 is required.
- A student must be in good academic standing (see 4.16 ACADEMIC PROGRESS AND STANDARDS in the student handbook) to be eligible for a directed study.
- A student must be a sophomore, junior, or senior to be eligible for a directed study.
- A student may not exceed 12 credit hours of directed study at KCAI.
- A student must submit a written proposal using the Guidelines and Format for Written Proposal (see below), which details the content of the directed study. After reviewing the student's written proposal, the academic advisor from the Academic Resource Center will issue the Application for Directed Study. The student must obtain signatures of all indicated faculty and staff prior to submission to be enrolled.

Note: The academic advisor will only issue the Application for Directed Study after reviewing the student's written proposal. Proposals not accompanied with an official application will be incomplete and not considered.

Guidelines and Format for Written Proposal

A student must submit a directed study proposal that includes the following components. Proposals not using the accepted format and not addressing each component will not be considered.

A. Title of Proposed Study/Project

B. Faculty Sponsorship

Who is your faculty sponsor and in which department does he or she teach? How often will you meet with your faculty sponsor (days/times)? What will you discuss when you meet?

C. Objective/Goals

State your objective in pursuing the proposed course of study. What are the goals of the study/project?

D. Overview

Provide a brief summary of the project or study.

E. Rationale

Why is this study/project necessary for your educational program/major? Describe why the goals of this study cannot be met through a regular course in the curriculum? How does the proposed study/project fit with your short and long-term goals as an artist?

F. Outcomes

Describe how this project or study will impact your educational development. Describe the course of study. What new knowledge and skills will you acquire as a result of this study/project? Define each of these skills as a separate goal for the project.

G. Procedure/Method

Describe each assignment or project you will complete as requirements for this study. What is the timeline for each assignment?

H. Assessment and Evaluation

For each goal defined in the Outcomes section above, how will you demonstrate that the goal has been met? How will the outcomes of the study/project be evaluated? Your faculty sponsor must complete the form called Methods of Assessment, and this completed form must be turned in with your directed study proposal.

I. Resources

What tools, books, articles, websites, or other resources will be used for the study/project?
