

# Department of Art & Design

## PROPOSAL FORM • ART 483: *INTERDISCIPLINARY WORKSHOP*

### General Information

- Students must attain the permission of the Instructor of Record prior to registration for this course (see process below).
- This 3-credit course requires a minimum of *nine hours* of studio and/or research work *per week*.
- Only full-time professors can mentor “IW” students. Each professor is limited to supervising 3 “IW” students per term. Professors are not required to mentor “IW” students.
- This course has a common meeting time. All “IW” students will be required to meet as a group, and with supervising professors, on three set “public check points” during the semester: initial, mid-term, and final.
- Students must keep a log or journal of their progress, including hours worked and notes on current projects. This should be a typed document and will be collected at semester’s end.
- At the completion of the project, each student must also submit photographic documentation of both the process and the final results to the Instructor of Record.

### Instructions

1. Student gets verbal approval from the professor whom he/she wishes to supervise the project.
2. Student completes a typed proposal that addresses the following:
  - Project description, including project goals;
  - Anticipated outcomes- what will be learned and produced;
  - A schedule of when and how often the student will meet with the supervising professor over the course of the semester;
  - An estimated work timeline for the semester.
3. Student’s full name and contact information must appear on the proposal, and then obtain the signature of your supervising professor.
4. The supervising professor will forward the proposal to the Instructor of Record (listed in the schedule under “Interdisciplinary Workshop”).
5. Proposals must be submitted for approval well in advance of the start of the semester:
  - ***For Fall semester projects: Monday one week prior to the start of Fall classes;***
  - ***For Spring semester projects: Monday of finals week of the preceding Fall semester.***
6. Proposals will be reviewed and notification of acceptance or denial will be sent to the student’s FLC email account no later than the Friday prior to the beginning of the semester.
7. If accepted, the Instructor of Record will enter an override so the student will become eligible to register for the class.
8. Student registers on WebOpus.