



DIRECTED STUDY GUIDELINES

MASTER'S CANDIDATE

DIRECTED STUDY

Directed Study is the graduate student's primary concentration as a Master's candidate. Directed Study enables the graduate student to focus on the creation and completion of an independently conceived and committee-approved Final Thesis Project and to further the development of a comprehensive body of work/portfolio. Graduate students must have passed Midpoint Review before starting Directed Study. Throughout all required units of Directed Study, graduate students have the following options as approved by their Department Director and/or Midpoint Review Committee:

- Taking a class for Directed Study credit [800]
- Participating in Group Directed Study [801, 805, 810-899]
- Participating in a DS Mentorship Forum [802]
- Taking an internship for Directed Study credit (maximum of 6 units) [900]

COURSES TAKEN FOR DIRECTED STUDY CREDIT [800]

With Department Director approval, the graduate student may take a *Course for Directed Study Credit*. The course may be requested by the graduate student, or may be required/recommended to the graduate student by the Department Director and/or Midpoint Review Committee to strengthen an area not addressed in the graduate Group Directed Study course offerings.

Approval for courses taken for Directed Study must be confirmed with the student's Graduate Student Services Advisor when registering for classes each semester. Course for Directed Study approvals may be confirmed via email from the graduate student's Department Director, as indicated by the graduate student's Midpoint Review Committee in the Midpoint Review evaluation record, or verified by a completed *Course for Directed Study Credit Form* submitted to the Graduate Student Services Advisor. Instructor signature is not required if taking classes within major.

The graduate student is subject to the same in-class requirements and course fees as all other enrolled students, and must complete all assignments required as part of the course.

The *Course for Directed Study Form* is available online here:

http://www.academyart.edu/content/dam/assets/pdf/gradstudents/ds_credit.pdf

GROUP DIRECTED STUDY [801, 805, 810-899]

Group Directed Study enables the graduate student to focus on a common aspect, component, and/or skill essential for the successful completion of his or her Final Thesis Project and/or Portfolio. Group Directed Study meets on a regular weekly basis on campus or online to support specific goals for each graduate student enrolled. In the summer, the meeting time is twice per week. The Group Directed Study Instructor works with each graduate student towards attaining those goals as they relate to their individual Final Thesis Project and/or Portfolio. Each Group Directed Study class holds three (3) to six (6) units depending on the program of study.



**GROUP DIRECTED
STUDY [801, 805,
810-899]
CONTINUED**

To enroll in a Group Directed Study a graduate student must register through his or her Graduate Student Services Advisor. An approval form is not required for registration in a Group Directed Study; however, there may be prerequisites or specific Department Director approval needed for the Group Directed Study topic. Graduate students should check with their Graduate Student Services Advisor before enrolling.

Group Directed Study Time Requirements:

1. For every three (3) units of Group Directed Study, three (3) hours of in-class meeting time are required per module, totaling forty-five (45) hours for the semester.
2. In addition, a minimum of six (6) hours per module of studio, research, design, and homework time is required for every three (3) units

**DS MENTORSHIP
FORUM/DS
MENTORSHIP [802]**

The *DS Mentorship Forum/DS Mentorship* is a combined three (3) unit course in which the graduate student works independently with a Directed Study Mentor through a *DS Mentorship* and participates in weekly online peer reviews & discussions within a *DS Mentorship Forum* course. The goal is to provide the graduate student with a group forum in which to investigate, receive critiques, clarify concepts, develop technologies, and present their work. In addition, it will allow graduate students to be exposed to other graduate student work and offer constructive contributions to the progress of their fellow graduate students.

A Directed Study Mentor may be an Academy faculty member and/or a professional chosen directly from the industry. The Department Director will review and approve industry professionals or Academy faculty to mentor graduate students. Graduate students may work with the same Directed Study Mentor for a limit of two (2) semesters total. Graduate students should seek exposure to a variety of perspectives and critiques by working with multiple Directed Study Mentors during the course of his or her Final Thesis Project.

Specific goals are stated by the graduate student at the beginning of each semester with his or her Directed Study Mentor. The Directed Study Mentor's advice and guidance will be in the form of requiring specific amounts and types of work from the graduate student each module. From the Directed Study Mentor's expertise, he or she is asked to direct and critique each stage of the graduate student's progress. In addition, the Directed Study Mentor will give deadlines and share professional standards and knowledge.

DS Mentorship Forum/DS Mentorship Time Requirements:

1. Every three (3) units will consist of: *DS Mentorship* for one (1) hour of meeting time per module with the approved Directed Study Mentor, and *DS Mentorship Forum* for two (2) hours of online discussions & reviews per module, totaling forty-five (45) hours for the semester.
2. In addition, a minimum of six (6) hours per module of studio, research, design, and homework time is required.
3. Attendance for *DS Mentorship* is recorded by Online Discussion participation. *Directed Study Mentor and graduate student are required to login at least once a module and document an hour's worth of work in order to be recorded as having attended.*



**DS MENTORSHIP
FORUM/DS
MENTORSHIP [802]
CONTINUED**

DS Mentorship Application:

A *DS Mentorship Application* must be completed for approval before a graduate student can register for his or her DS Mentorship Forum. This application is an agreement between the graduate student and Directed Study Mentor working together for the indicated number of hours and that the graduate student's Department Director approves of the match.

The DS Mentorship Application must be filled-out and submitted for processing before the deadline dates set each semester by the Graduate School. If the graduate student's Directed Study Mentor has never worked for the Academy, the graduate student must be sure to have Mentor attach a copy of his or her current resume; or a link to their portfolio.

The *DS Mentorship Application* is available online at:

<http://www.academyart.edu/content/dam/assets/pdf/gradstudents/thesis-forum-approval.pdf>

Real-time Meetings for Online Graduate Student & Directed Study Mentor:

To supplement the experience, graduate student and Directed Study Mentor can meet in real-time using the Academy's online meeting system. Each Directed Study Mentor has a devoted *Online Office* in which students can upload photos, share their desktop, and communicate via webcam & microphone. Minimum requirements are a computer, internet connection, and web browser software.

Please note: graduate student and Directed Study Mentor must still login and document an hour's worth of interaction in the Discussion to be marked as present.

**INTERNSHIP TAKEN
FOR DIRECTED
STUDY CREDIT [900]**

With Department Director approval, the graduate student may take an *Internship for Directed Study credit*. Only three (3) units per semester and a maximum of six (6) units in the program are allowed. Graduate students must contact their Graduate Student Services advisor to confirm eligibility and to complete an *Internship for Credit Application Form*.

Required Hours to Obtain Credit:

- Minimum of nine (9) hours per week during the Fall/Spring semester and twenty (20) hours per week for the Summer semester, for a minimum total of one hundred and thirty five (135) hours.
- Companies may require more than nine (9) hours per week as condition of placement.
- Companies cannot require more than twenty (20) hours per week as condition of placement.

The *Internship for Credit Handbook* outlining all requirements is available online at:

http://www.academyart.edu/content/dam/assets/pdf/gradstudents/internship_packet.pdf



DIRECTED STUDY POLICY

- All Directed Study selections must be confirmed as an approved option meeting the graduate student's department requirements with the student's Graduate Student Services Advisor prior to registration.
- Official meetings with the Directed Study Mentor can begin only after the application has been submitted and the graduate student has enrolled in DS Mentorship section.
- The completed *Directed Study Journal* or *Thesis Progress Timeline* must document all units of Directed Study regardless of whether the student participates in DS Mentorship Forum, Group Directed Study, Internship, or Course for Directed Study credit.
- The completed *Directed Study Journal* or *Thesis Progress Timeline* must be presented for approval before the Committee at Final Review.
- ***The Midpoint Review must be approved before a graduate student can enroll in Directed Study.***
- ***Additional Directed Study (for studio or elective credit) is NOT permitted.***

Directed Study Information and Forms are available online at:

<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>

DIRECTED STUDY DOCUMENTATION

Graduate students are required to maintain documentation of their educational and creative progress and their exchange with instructors or Directed Study Mentor(s) in all Directed Study units. This may be documented through *Thesis Progress Tracking* or the *Directed Study Journal* as required by the graduate student's specific department.

THESIS PROGRESS TRACKING

Thesis Progress Tracking will trace the graduate student's steps from Midpoint to Final Review preparation through their online student profile in the LMS (Learning Management System) Thesis Timeline. *The Thesis Timeline will be activated for all applicable graduate students as required by the graduate student's department when Midpoint Review is assigned. Thesis Progress is maintained throughout all of the graduate student's units of Directed Study, regardless of the Directed Study format – taking a class, Group Directed Study, DS Mentorship Forum, or Internship.*

DIRECTED STUDY JOURNAL

The Directed Study Journal must trace the graduate student's steps from Midpoint to Final Review preparation. *This journal is to be added to and maintained throughout all of the graduate student's units of Directed Study, regardless of the Directed Study format – taking a class, Group Directed Study, DS Mentorship Forum, or Internship.* The journal must contain written and visual materials as required by the graduate student's department. The final *Directed Study Journal* must be presented by the graduate student at his or her Final Review for review by the committee members.



DIRECTED STUDY JOURNAL CONTINUED

Online Directed Study students may keep an *Online Directed Study Journal*. Instructor and Directed Study Mentor may comment directly in the Online Journal on the overall direction of the graduate student's Final Thesis Project, but the majority of communication should occur or be documented in the Online Class Discussion area. The Online Journal also allows for a Department Director to periodically review the graduate student's progress and leave feedback in the form of "Director Review."

Journal-In-Progress Review by Department Director

As graduate students approach their final semester of study, *students are recommended to present their Directed Study Journal-in-progress for review*. The graduate student's Department Director or Faculty Lead will review the progress of the Directed Study Journal and may make recommendations toward the graduate student's Final Thesis Project and/or Portfolio completion. For Online Directed Study Journals, the Department Director can view and leave feedback in the form of "Director Review" directly in the Online Journal for online students.

DIRECTED STUDY ONLINE INFO

Directed Study Informational Page

<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>

Thesis Progress Timeline - Student Guidelines:

<http://www.academyart.edu/content/dam/assets/pdf/gradstudents/thesis-progress-timeline-student-guidelines.pdf>

Thesis Progress Tutorial Video:

<http://embed.academyart.edu/embed?e=4d2e3f54-668a-4932-8f2f-7488e9134513>

ONLINE HELP DESK

Login Issues or Technical Questions?

All enrolled students can access the online system and their LMS student profile at: <http://online.academyart.edu/login.html>. If you are unsure of your username or password please contact the online helpdesk to have it emailed to you.

The Online Helpdesk can be reached 24 hours a day 7 days a week at:

Online Help Desk

Phone, U.S. only (toll-free): 1-888-431-2787 (ARTS)

Phone, International: +1-415-618-3545

Email: online@academyart.edu



DIRECTED STUDY DOCUMENTATION FORMAT and GUIDELINES

Students should refer to the *Directed Study Documentation Format and Guidelines* chart below for their department specific requirements.

Thesis Progress Tracking:

Unless otherwise noted per Department below all *Thesis Progress* documentation will follow the thesis tracking guidelines as outlined here:

<http://www.academyart.edu/content/dam/assets/pdf/gradstudents/thesis-progress-timeline-student-guidelines.pdf>

A video orientation to the Thesis Progress Timeline is available here as well:

<http://embed.academyart.edu/embed?e=4d2e3f54-668a-4932-8f2f-7488e9134513>

Directed Study Journal:

Unless otherwise noted per Department below all *Directed Study Journal* documentation will follow the below format:

Standard Directed Study Journal format:

Cover sheet: Student Name, Student ID Number, Major and Specialization, Semester, Directed Study Mentor/Instructor's Name, Number of units of Directed Study

Weekly entry: Must include week number and date that student and Directed Study Mentor/Instructor met at the top of the page.

Briefly discuss: - Goals/Issues
- Response from Mentor/Instructor
- Goals for next week/meeting

- This Template should be used for each Directed Study course.
- The Journal should be organized by semester, and by class/mentorship, in separate sections or books/binders. Using a binder or bound book will allow you to edit and organize your Journal easily.
- Text in the Journal can be typed or hand written, but must be neat and legible.
- The Journal should include a copy of the Final Thesis Project Proposal as approved at Midpoint Review, research and reference materials, sketches, photos or copies of work in progress, notes, ideas, goals etc.



DEPARTMENT SPECIFIC DIRECTED STUDY DOCUMENTATION REQUIREMENTS

| DEPARTMENT | FORMAT | DEPARTMENT SPECIFIC GUIDELINES |
|---|---------|---|
| Acting | Journal | <i>Standard Directed Study Journal format</i> |
| Advertising | Journal | <p><i>Department Specific Directed Study Journal format</i></p> <ul style="list-style-type: none"> Journal can be typed or handwritten but needs to be neat and legible. Should be kept in a binder or a bound book. Should be organized by semester, then by mentor/instructor in separate sections or books/binders. Should have a cover or first page with student name, id# and major. Entries should be documented every time the student works with their mentor/instructor. Should consist of a balanced collection of notes, thumbnail sketches of ideas, mentor/instructor comments and critiques (emails are ok), and color copies of finished work (they can be smaller than actual size to fit in book) |
| Animation & Visual Effects (all emphases) | Journal | <p><i>Department Specific Directed Study Journal format</i></p> <ul style="list-style-type: none"> Text in your journal can be typed or hand-written, but must be neat and legible. Keep your journal in a binder that is easy to edit and keep organized. Organize your journal by semester, then by mentor/instructor in separate sections. Order your journal chronologically; with your most recent work in front. The first page of each directed study section should have your student name, Id#, major, subject of that particular section of directed study, and the name of your mentor/instructor. Entries should be documented every time you work with your mentor/instructor. Use the standard Directed Study Journal format to record the contexts of these meetings. <ul style="list-style-type: none"> "Goals": Report on the state of completion of the previous week's "Goals for Next Week" plus state what you would like to accomplish during your time with your mentor/instructor. "Response from Mentor/Instructor": Keep accurate notes of mentor/instructor critiques, strategies, and suggestions for research. "Goals for Next Week": Set specific, concrete, and achievable goals. "Rethink my story." Is not a good goal. "Deliver a new story treatment to my mentor/instructor." Is. "Work on my modeling." Is not as good as "Model the head of my main character," or "Model for 10 hours," or "Complete modeling tutorials 1-7." Your Journal should contain a balanced collection of notes, insights, grumbings, thumbnail sketches, mentor/instructor comments and critiques (emails are OK), color copies of finished work, technical articles downloaded from the internet, photo reference, and computer images, etc. Feel free to include CDs of animation or renders. Written and visual materials should be included. Include a copy of the Directed Study Proposal from your Midpoint Review in your Journal. Specific guidelines will be announced at a later time. Also, as well as the written sketchbook Journal, students should submit a DVD copy of shots completed. |



| DEPARTMENT | FORMAT | DEPARTMENT SPECIFIC GUIDELINES |
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| Architecture | Journal | <i>Standard Directed Study Journal format</i> |
| Art Education | Journal | <i>Standard Directed Study Journal format</i> |
| Art History | Journal | <i>Standard Directed Study Journal format</i> |
| Fashion (all emphases) | Thesis Tracking Spring 2015 and beyond | <i>Standard Thesis Tracking</i> for students presenting midpoint review Spring 2015 and beyond (<i>unless otherwise approved per department director</i>). |
| | Journal prior to Spring 2015 | <i>Standard Directed Study Journal format</i> for students presenting midpoint review prior to Spring 2015. |
| Fine Art – Drawing & Painting | Thesis Tracking Spring 2015 and beyond | <i>Standard Thesis Tracking</i> for students presenting midpoint review Spring 2015 and beyond (<i>unless otherwise approved per department director</i>). |
| | Journal prior to Spring 2015 | <p><i>Department Specific Directed Study Journal format</i> for students presenting midpoint review prior to Spring 2015.</p> <ul style="list-style-type: none"> Do not include classroom handouts or syllabus. This is a personal diary or journal where you record your thoughts as you address specific problems within your work. Divide the journal into sections by mentor/instructor and record the mentor/instructor comments. Show evolution of work under the direction of each mentor/instructor with one photo of each work of art taken at the end of each semester. Describe the physical process or technique of applying paint or other materials to the canvas or support. Identify sources of reference in your research. Include preliminary studies (Xerox insertions) of compositional variations, or value pattern roughs. Think of your journal as though you were privileged to read the private letters of William Merritt Chase, (Figurative Artist), Richard Diebenkorn, (Non-figurative artist), or Tom Lovell, (illustrator), and because you did, you know exactly what they were thinking when they created a particular piece of art. How they felt, and what they were trying to communicate. How they learned from their mistakes and what they changed to make it work. You discovered who influenced them, and how they gravitated to their style or approach, and most importantly why they chose to pursue a figurative, Non-figurative or Illustration path. |



| DEPARTMENT | FORMAT | DEPARTMENT SPECIFIC GUIDELINES |
|---|---|--|
| Fine Art – Printmaking and Fine Art – Sculpture | Journal | <p>Department Specific Directed Study Journal format</p> <p>Required Journal: Utrecht 9 x 12, 75 pages.</p> <ul style="list-style-type: none"> • Refer to Standard Directed Study Journal Format above. • Divide journal into sections by mentor/instructor. • Every week use the “Directed Study Journal Format” outline as the first page of your weekly entry. This page may be glued into your Utrecht journal. (Remember, each Mentor/Instructor has a separate journal or journal part.) • Record week by week direction from mentor/instructor(s) in detail. Include mentor/instructor’s written comments and notations (this includes sketches). Your mentor/instructor should write directly on these pages. • Then, incorporate the following on additional pages: <ul style="list-style-type: none"> o Describe changes made – be specific. o Describe the physical process or technique. o Include research, preliminary sketches, sources and reference material, gallery visits. o Include photos showing evolution of work under the direction of each mentor/instructor. o Record your thoughts about the progress and direction of your work. o This must include a commentary on the dialogue between you and your mentor/instructor(s). • The journal is required, as it not only documents and records each meeting in Directed Study, but also the required 10-15 hours per week you spend on your Directed Study/Final Project. Therefore, the DS Journal should: <ul style="list-style-type: none"> o Record each Directed Study meeting. o Support the evolution of ideas generated in Directed Study. o Document the development of insights and reflections from the past and present. o Prepare questions for future Directed Study meetings. o Document all questions and responses. o Be a place where the connection between one Directed Study and the next is seen as a bridge, connecting the relevant knowledge that supports your final project. • Be seen as a necessary tool towards developing a rigorous, intelligent and mature final project. |
| Game Development | <p>Thesis Tracking Spring 2015 and beyond</p> <p>Journal prior to Spring 2015</p> | <p>Standard Thesis Tracking for students presenting midpoint review Spring 2015 and beyond (<i>unless otherwise approved per department director</i>).</p> <p>Standard Directed Study Journal format for students presenting midpoint review prior to Spring 2015.</p> |
| Graphic Design | <p>Thesis Tracking Spring 2015 and beyond</p> <p>Journal prior to Spring 2015</p> | <p>Standard Thesis Tracking for students presenting midpoint review Spring 2015 and beyond (<i>unless otherwise approved per department director</i>).</p> <p>Standard Directed Study Journal format for students presenting midpoint review prior to Spring 2015.</p> |



| DEPARTMENT | FORMAT | DEPARTMENT SPECIFIC GUIDELINES |
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| Illustration | <p>Thesis Tracking Spring 2015 and beyond</p> <p>Journal prior to Spring 2015</p> | <p>Standard Thesis Tracking for students presenting midpoint review Spring 2015 and beyond (<i>unless otherwise approved per department director</i>).</p> <p>Department Specific Directed Study Journal format for students presenting midpoint review prior to Spring 2015.</p> <ul style="list-style-type: none"> Do not include classroom handouts or syllabus. This is a personal diary or journal where you record your thoughts as you address specific problems within your work. Divide the journal into sections by mentor/instructor and record the mentor/instructor comments. Show evolution of work under the direction of each mentor/instructor with one photo of each work of art taken at the end of each semester. Describe the physical process or technique of applying paint or other materials to the canvas or support. Identify sources of reference in your research. Include preliminary studies (Xerox insertions) of compositional variations, or value pattern roughs. Think of your journal as though you were privileged to read the private letters of William Merritt Chase, (Figurative Artist), Richard Diebenkorn, (Non-figurative artist), or Tom Lovell, (illustrator), and because you did, you know exactly what they were thinking when they created a particular piece of art. How they felt, and what they were trying to communicate. How they learned from their mistakes and what they changed to make it work. You discovered who influenced them, and how they gravitated to their style or approach, and most importantly why they chose to pursue a figurative, Non-figurative or Illustration path. |
| Industrial Design | Journal | Standard Directed Study Journal format |
| Interior Architecture & Design | Journal | Standard Directed Study Journal format |
| Jewelry & Metal Arts | Journal | Standard Directed Study Journal format |
| Landscape Architecture | Journal | Standard Directed Study Journal format |
| Motion Pictures & Television | <p>Thesis Tracking Fall 2014 and beyond</p> <p>Journal prior to Fall 2014</p> | <p>Standard Thesis Tracking for students presenting midpoint review Fall 2014 and beyond (<i>unless otherwise approved per department director</i>).</p> <p>Department Specific Directed Study Journal format for students with midpoint prior to Fall 2014.</p> <ul style="list-style-type: none"> Every journal should focus on the information delivered in a way that will serve the student in the future. Just writing about the subject matter discussed during the meetings and when the meeting took place WILL NOT help the student solve future problems. The students should document every meeting as if they were writing an instruction manual. The students should include as many visuals, magazine articles and as much Internet information as they can. The students should organize the information professionally in a folder. |
| Multimedia Communication | N/A | Not Applicable – no directed study documentation required. |
| Music Production & Sound Design for Visual Media | Journal | Standard Directed Study Journal format |



| DEPARTMENT | FORMAT | DEPARTMENT SPECIFIC GUIDELINES |
|--|-----------------|--|
| Photography | Thesis Tracking | <i>Standard Thesis Progress Tracking</i> for all active students as of Spring 2014. (Active students with midpoint prior to Spring 2014 retroactively added to Thesis Tracking per department director.) |
| Visual Development | Journal | <p>Department Specific Directed Study Journal format</p> <ul style="list-style-type: none"> Text in your journal can be typed or hand-written, but must be neat and legible. Keep your journal in a binder that is easy to edit and keep organized. Organize your journal by semester, then by mentor/instructor in separate sections. Order your journal chronologically; with your most recent work in front. The first page of each directed study section should have your student name, Id#, major, subject of that particular section of directed study, and the name of your mentor/instructor. Entries should be documented every time you work with your mentor/instructor. Use the standard Directed Study Journal format to record the contexts of these meetings. <ul style="list-style-type: none"> "Goals": Report on the state of completion of the previous week's "Goals for Next Week" plus state what you would like to accomplish during your time with your mentor/instructor. "Response from Mentor/Instructor": Keep accurate notes of mentor/instructor critiques, strategies, and suggestions for research. "Goals for Next Week": Set specific, concrete, and achievable goals. "Rethink my story." Is not a good goal. "Deliver a new story treatment to my mentor/instructor." Is. "Work on my modeling." Is not as good as "Model the head of my main character," or "Model for 10 hours," or "Complete modeling tutorials 1-7." Your Journal should contain a balanced collection of notes, insights, grumblings, thumbnail sketches, mentor/instructor comments and critiques (emails are OK), color copies of finished work, technical articles downloaded from the internet, photo reference, and computer images, etc. Feel free to include CDs of animation or renders. Written and visual materials should be included. Include a copy of the Directed Study Proposal from your Midpoint Review in your Journal. Specific guidelines will be announced at a later time. Also, as well as the written sketchbook Journal, students should submit a DVD copy of shots completed. |
| Web Design & New Media | Journal | <p>Department Specific Directed Study Journal format</p> <p>The Journal must track progress from the onset of the project to the final goal. Here are the Master's New Media Guidelines that each Master's candidate is REQUIRED to meet.</p> <ul style="list-style-type: none"> Directed Study journals must contain a summary of the approved final thesis proposal. An area must be designated for Goals and Accomplishments each week. State 4-5 goals for the next meeting. Provide 4-5 written accomplishments based on previous week's goals (if they were not met, state WHY and WHEN a plan for delivery). It is encouraged to provide an effective and functional journal that reflects the creativity of the individual and the relevance of the project. Each meeting must record the directed study process in the form of handwritten notes, thumbnails, diagrams or any visual interpretation of concepts and explanations. Provide visual and written references, dreams and resources to help assist and inspire the process and project. Organize by semester and mentor/instructor. |
| Writing for Film, Television & Digital Media | N/A | <i>Not Applicable – no directed study documentation required.</i> |