

DIRECTED STUDY ADVISOR GUIDELINES

Directed Study is the primary concentration for a Master's candidate. Directed Study enables the Master's candidate to focus on the creation and completion of their Final Thesis Project. The Graduate School will evaluate this project upon completion of 12 – 18 units of Directed Study to assess the student's level of expertise. During the required 12 – 18 units of Directed Study, the Master's candidate works under the guidance of Directed Study Advisors or participates in Group Directed Study. Directed Study Advisors should request a two-page synopsis of their students' project and what it is that their students are expecting to achieve with their Directed Study Advisor for that particular semester.

DIRECTED STUDY ADVISOR REQUIREMENTS

- A Directed Study Advisor may be an Academy faculty and/or a professional chosen directly from the industry. ***Directed Study Advisor may not be anyone who is a current Academy of Art University student, regardless if they have a full-time job.*** A Directed Study Advisor can be a graduate of the Academy of Art University, currently employed in the industry. The Department Director must approve all industry professionals to advise students.
- ***Students may work with the same Directed Study Advisor one-on-one for a limit of two semesters total.*** Students should seek exposure to a variety of perspectives and critique by working with several Directed Study Advisors during the course of their Final Thesis Project.
- At the beginning of each semester, specific goals are agreed upon between the student and Directed Study Advisor. The Directed Study Advisor's role, as a professional in the field, will be to advise and guide student towards those goals. The Directed Study Advisor's advice and guidance will be in the form of requiring specific amounts and types of work from the student each week. From the Directed Study Advisor's expertise, he/she is asked to educate, direct, and critique each stage of the student's progress. In addition, the Directed Study Advisor should give deadlines and share professional standards and knowledge with the student.
- Directed Study Advisors are limited to working with a maximum of 3 students per semester (unless the Directed Study Advisor is a full-time Faculty at the Academy of Art University).
- **Required Participation in Online Class Discussion:** The online system is used to track attendance for both students and Directed Study Advisors. It is mandatory that all Directed Study Advisor's and students log onto the system and document an hour worth of interaction in the Online Class Discussion area.
- **Discussion:** For each section of Directed Study, both students and Directed Study Advisors are required to document one hour's worth of interaction per week in the Online Class Discussion area. In addition, students are expected to spend at least 10 hours per week in studio, research and design time for each three (3) units of Directed Study.
- **Directed Study Journal:** Each student is required to maintain a journal documenting the educational and creative exchange with his or her Directed

Study Advisor(s). The Directed Study Journal must trace the student's steps from Midpoint to Final Review preparation. Directed Study students may keep an Online Directed Study Journal. Directed Study Advisors can comment directly in the Journal on the overall direction of a student's 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 student's progress and leave feedback in the form of "Director Review" (required in Spring and Fall Semesters).

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

PAY STRUCTURE

- Effective fall 2009 the pay rate for Directed Study Advisors is 45.00 per hour, for a total of 15 hours maximum in a semester.
- At the beginning of the semester, Directed Study Advisors will sign and return the Independent Contract Agreement and W-9 form.
- At the end of each semester, an invoice template will be emailed to all Directed Study Advisors to fill out.
- Invoice(s) must be submitted directly to the Directed Study Coordinator at the end of each term for processing. *Please include dates of service, number of hours, social security or employment identification number, and contracted rate on your invoice.*
- Upon receipt of Invoice(s) and after all attendance, progress grades, midterm grade, and final grades have been submitted, compensation will be issued in one lump sum.

***Please note:** Advisors who have students taking their class for Directed Study credits are NOT paid extra for the Directed Study students.*

FIRST MEETING

- Official meetings between the Directed Study Advisor and their student may only begin after the completion of the following:
 1. **Directed Study Advisor Approval Form** – filled-out/signed/submitted to Directed Study Coordinator along with Directed Study Advisor's AAU identification number, address, or date of birth (this information can be provided separately to the Directed Study Coordinator).
 2. **Independent Contract Agreement** – read/signed/returned back to Curriculum Office or Directed Study Coordinator.
 3. **W-9 form** – required for new independent contractor.

Please note: *It is the responsibility of the students to accurately fill out and obtain the signatures of their Directed Study Advisor and Department Director on the Directed Study Advisor Approval Form. This form signifies an agreement between the students and Directed Study Advisor to complete the required amount of hours for the semester and that the students' Department Director has approved of this match. The students then submit the completed Directed Study Advisor Approval Form to the Directed Study Coordinator for processing.*

Directed Study Advisors may confirm with the Directed Study Coordinator that a Directed Study Advisor Approval Form has been submitted/processed before the Directed Study Advisor and student begin meeting.

DIRECTED STUDY HOURS OF WORK

- Students work with their Directed Study Advisor for the required hours (or online equivalent) per week determined by the number of units for which the students have registered for. (Example: 3 units = 1 hour each week for 15 weeks during the Spring and Fall semester; 3 units = 2 hours each week for 7.5 weeks during the Summer semester). These hours (or in the online environment) may occur in real-time meetings or asynchronously but must be documented in the Online Class Discussion area.
- For every 3 units of Directed Study for the SUMMER semester, 2 hours of meeting time with the Directed Study student is required per week, for 7.5 weeks, a total 15 hours.
- For every 3 units of Directed Study for the SUMMER semester, you should expect/require at least 20 hours per week of studio, research, and design time from the student.
- The meeting day, time, place, or method will be agreed upon by the Directed Study Advisor and student prior to the first meeting. A recommended option for a meeting place would be in the student's campus studio or the Academy campus in general. Directed Study Advisors must not conduct advisement in their home.

MISSED SESSIONS/MAKE-UP SESSIONS

- The requirement is for every student to receive 15 hours total for the semester, for every three units. If the Directed Study Advisor or student should miss a session, they must make up the lost time either in the same week or in the following weeks. Directed Study Advisors are not compensated for a missed session that is not made up unless the student does not show up to a scheduled meeting without contacting the Advisor in advance of his/her absence. The Directed Study Advisor or student should inform the other as early as possible if they are unable to meet and schedule a make-up meeting.

DIRECTED STUDY JOURNAL

- Each student must maintain a journal that documents the educational and creative exchange with each Directed Study Advisor. The Directed Study Journal must trace the student's steps from Midpoint to their Final Review preparation.

This journal is to be added to and maintained throughout the student's 12 – 18 units of Directed Study. This journal must be written and contain visual materials as required by the student's department. This 12 – 18-unit Directed Study Journal must be presented by the student at their Final Review for review by the committee members. The Directed Study Advisor should read through the journal each week. The Midpoint Review Proposal must be included in the Journal.

- During the Spring and Fall semester, students will be required to make an appointment with their Department Director to review their Directed Study Journals in progress. During this time, all students are required to present to their Department Director their 12 – 18-unit Directed Study Journal-in-progress for review. The student's Department Director will review the progress of both the student's 12 – 18-unit Directed Study Journal and Final Thesis Project that semester.

ROSTERS/TIMESHEETS

- The Directed Study Coordinator will contact both students and Directed Study Advisors, confirming the approval of the match by the Department Director.
- Attendance will be collected automatically every week through the online system. It is mandatory that all Directed Study Advisors and students log on and document an hour worth of interaction in the Online Class Discussion area so that attendance can be recorded.

Please note: Students who are taking a studio class or a Group Directed Study class for Directed Study credit will show up on the class attendance and grade rosters.

GRADING

Directed Study Advisors are responsible for assigning their students progress grades, midterm grade, and final grade. All grades can be submitted through the online system.

The Directed Study Advisor should take into consideration the goals agreed upon at the beginning of the semester (written in the Goals section of the Directed Study Advisor Approval Form) and the student's professional performance in reaching those goals.

We do not tell our instructors and Directed Study Advisors how to grade our graduate students, but as you evaluate the student's work, it is important to remember that their experience should be challenging, and their progress and work produced with you should be evaluated on a professional level. Not every student is an "A" grade quality and for our graduate students to achieve excellence, grading provides the opportunity for you to give an honest evaluation of the student's work.

Please note: The Department Director as faculty liaison will review, discuss, and approve students' final grades with the Directed Study Coordinator at the end of each semester.

GRADING CRITERIA

Students are graded on their skill level relative to industry standards. The student's skill level comprises all of the following:

1. The quality of conceptualization as it relates to assignments.
2. The quality of craft and design skills.
3. The quality of a student's presentation.
4. The student's mature ability to receive and act upon critiques.
5. The student's participation in and contribution to the session.
6. The student's ability to meet weekly and final deadlines.
7. The student's attendance record.

GRADE INTERPRETATIONS

A	(4.0 grade points)	= Exceptional/Outstanding work
A-	(3.7 grade points)	= Excellent work
B+	(3.3 grade points)	= Above Average/Good work
B	(3.0 grade points)	= Above Average/Good work
B-	(2.7 grade points)	= Good work
C+	(2.3 grade points)	= Average performance/work
C	(2.0 grade points)	= Average performance/work. Student has achieved objectives of the course
C-	(1.7 grade points)	= Below Average performance/work. Student must repeat the course.
D	(1.0 grade points)	= Student has not met the objectives of the course. Student must repeat the course.
F	(0.0 grade points)	= Failure. Student has not met deadlines/Poor Attendance/Participation. Student must repeat the course.

Students are expected to complete the course that they are enrolled in and the Academy discourages students from dropping a class simply because they do not expect a good final grade. A student who is doing poorly or who wants academic assistance of any kind, any level, is encouraged to contact Academy Resource Center (180 New Montgomery Street, 2nd Floor, 415-618-3917).

For further guidance on grading policy, please be sure to contact the Department Director in your discipline.

Login Issues or Technical Questions?

Once officially enrolled in Directed Study with your advisee you can access the online system at: <http://online.academyart.edu/login.html>

If you're 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 COORDINATOR INFORMATION

Please contact the Directed Study Coordinator with any questions/concerns regarding the Directed Study Program:

Graduate School | Directed Study Coordinator
Academy of Art University
79 New Montgomery Street, 2nd Floor
San Francisco, CA 94105
415.618.6188 [ph]
800.544.2787 [toll free]
415.618.6275 [fax]
directedstudy@academyart.edu
www.academyart.edu

Online Directed Study Advisor Guidelines:

http://gradstudents.academyart.edu/directed_study.html

Online Directed Study Advisors Orientation for:

<http://online.academyart.edu/dsao>