

## 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 Master's candidate to focus on the creation and completion of a Final Thesis Project. Throughout the required 12 – 18 units of Directed Study, the Master's candidate has the following options:

- Working one-on-one under the guidance of a Directed Study Advisor
- Participating in Group Directed Study
- Taking a class for Directed Study credit
- Taking an internship for Directed Study credit

### ONE-ON-ONE DIRECTED STUDY

A Directed Study Advisor may be an Academy faculty member and/or a professional chosen directly from the industry. The Department Director approves industry professionals to advise students. A student may have more than one Advisor during the semester if each Advisor is working on different areas of the Final Thesis Project. 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.

Specific goals are stated at the beginning of each semester with the Directed Study Advisor and the student works toward attaining those goals. The Directed Study Advisor's role, as a professional in the field, will be to advise and guide the student. 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 direct and critique each stage of the student's progress. In addition, the Directed Study Advisor will give deadlines and share professional standards and knowledge.

### Directed Study Time Requirements

1. For every 3 units of Directed Study, 1 hour of meeting time with the Directed Study Advisor is required per week, totaling 15 hours for the semester.
2. For every 3 units of Directed Study, at least 10 hours per week of studio, research and design time is required of the student in advance of each session with their advisor.
3. Attendance for Directed Study is tracked by your Online Discussion participation. Advisors and students are required to login at least once a week and document an hour's worth of work to be recorded as having attended.

### **One-on-One Directed Study Advisor Approval Form**

A Directed Study Advisor Approval Form for every 3 units is required from every student for each Advisor he/she will work with each semester. This form is an agreement that states that the student and Advisor will work together for the indicated number of units and that the student's Department Director approves of this match. One-on-One Directed Study Advisor Approval Forms must be submitted directly to the Directed Study Coordinator for processing by the deadline dates set each semester by the Graduate School. If your Directed Study Advisor has never worked for the Academy, please be sure to attach a copy of his or her current resume with the form.

Directed Study Advisor Approval Forms are available from the Graduate School, Graduate Academic Advisors, Directed Study Coordinator and the Graduate Academic Departments.

### **Real-time Directed Study Online Meetings for Students/Advisors**

To supplement the experience, students and Directed Study Advisors can meet in real-time using the Academy's online meeting system. Each Directed Study Advisor has the option to have 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.

**Please note:** *Students and advisors must still login and document an hour's worth of interaction in the Discussion to be marked as present.*

### **GROUP DIRECTED STUDY**

#### **Group Directed Study**

Group Directed Study enables the Master's candidate to focus on a common aspect/component/skill essential for the successful completion of their Final Thesis Project, which they share with other graduate students. The Group Directed Study has a set meeting time and place each week and specific goals for the students enrolled. The Group Directed Study Instructor works with each student towards attaining those goals as they relate to their individual Final Thesis Projects. Each Group Directed Study class holds a maximum of three units.

To enroll in a Group Directed Study, the student must register for the desired class through their Graduate Academic Advisor. Directed Study Advisor Approval forms are not required to enroll in Group Directed Study. However, there may be prerequisites set by the Group Directed Study Instructor. The student should check with the Department Director or Graduate Academic Advisor before enrolling.

#### **Group Directed Study Time Requirements**

1. For every 3 units of Group Directed Study, 3 hours of meeting time with the Group Directed Study Advisor in a classroom setting is

required per week, totaling 45 hours for the semester.

2. For every 3 units of Group Directed Study, at least 10 hours per week of studio, research, and design time is required of each student, in advance of each class session.

### **COURSES TAKEN FOR DIRECTED STUDY CREDIT**

With Director approval, graduate students may take a course for Directed Study credit. The content of the course may be requested by the student, or may be required/recommended to the student by their Director to strengthen an area not addressed in the graduate course offerings.

Completed Course for Directed Study Credit forms are to be submitted to your Graduate Academic Advisor when registering for classes each semester. **No instructor signature is required on the Course for Directed Study Credit Form if the class you want to take is in your graduate major.**

The student is subject to the same in-class requirements and course fees as all other enrolled students, and must do all assignments required as part of the course. The graduate student receives the same amount of attention granted to other students in the class, but should not expect the instructor of the class to give them extra time outside of class to discuss their graduate work.

### **INTERNSHIP TAKEN FOR DIRECTED STUDY CREDIT**

With Director approval, graduate students may take an internship for Directed Study credit (three units only per semester and maximum six units in program).

### **DIRECTED STUDY POLICY**

- All Department Directors must approve the match between the student and the potential DS Advisor before work can begin.
- Only fully and accurately completed Directed Study Advisor Approval Forms will be processed. Ask your Graduate Academic Advisor or the Directed Study Coordinator for accurate instructions on how to correctly fill out the form.
- Official meetings with the Directed Study Advisor can begin only after the Directed Study Advisor and the Graduate Department Director have signed the Directed Study Advisor Approval Form and the form has been submitted to the Directed Study Coordinator for processing.
- If there are any changes to the Directed Study Advisor or the number of units during the course of the semester, the student must notify your Graduate Academic Advisor and the Directed Study Coordinator immediately.
- The Directed Study Journal must document all 12 – 18 units of Directed Study regardless of whether the student takes Directed Study classes, Group Directed Study classes or works one-on-one. The Journal must be presented for approval before committee at Final Review.

## **DIRECTED STUDY PROCEDURES**

### **Directed Study Procedures.**

All of the following should be completed prior to the beginning of the semester.

- Register with your Graduate Academic Advisor for Directed Study for the desired number of units of Directed Study. *(This should be done whether or not you have an approved Directed Study Advisor.)*
- Upon registering for Directed Study, you must follow the outlined procedures below based on your scenario.

#### **Scenario 1**

Student has selected his/her Directed Study Advisor(s) and has obtained the advisor's signature on the Directed Study Approval form when choosing a 1 on 1 advisor. An advisor's signature is not necessary if you are taking a class and the class is in your discipline. If the class is outside your discipline then an advisor's signature is necessary.

#### **Step 1**

Student must submit the Directed Study Approval form to their Graduate Department Director for final approval and signature.

#### **Step 2**

After the above is completed, the student must turn in the Directed Study Approval form to the Directed Study Coordinator for final processing.

#### **Scenario 2:**

**Student** has not selected his/her Directed Study Advisor(s), and is still "looking".

#### **Step 1**

Student must consult with their Graduate Department Director for assistance with finding a Directed Study Advisor.

#### **Step 2**

The student must arrange to meet with the suggested advisor(s).

#### **Step 3**

Once a Directed Study Advisor is agreed upon, the student must obtain the signature of the Directed Study Advisor on the Directed Study Advisor Approval form. If the class is outside your discipline then an advisor's signature is necessary.

#### **Step 4**

Student must submit the Directed Study Advisor Approval form to their Graduate Department Director for final approval and signature.

#### **Step 5**

After the above is completed, the student must turn in the Directed Study Approval form to the Directed Study Coordinator for final processing.

Official meetings with the Directed Study Advisor can begin only after the Directed Study Advisor and the Graduate Department Director have signed the Directed Study Advisor Approval Form and the form has been submitted to the Graduate School for processing.

Students who register for Directed Study and meet as early as possible with their Graduate Department Director and the Directed Study Coordinator will ensure that all of their Directed Study needs are met.

### **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. 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(s) should read and evaluate the journal each week.

Online Directed Study students may keep an Online Journal. Directed Study Advisors can comment directly in the Online 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).

### **JOURNAL-IN- PROGRESS REVIEW BY DIRECTOR**

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

### **DIRECTED STUDY JOURNAL FORMAT**

The Directed Study Journal format is as follows:

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

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

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

## **JOURNAL GUIDELINES**

- The Graduate School recommends that students use the standardized Directed Study Journal Format outlined above, which includes a coversheet and a weekly meetings form available from the Directed Study Coordinator. This Template should be used for each Directed Study.
- The Journal should be organized by semester, and by advisor/class, 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.
- Following are additional Directed Study Journal guidelines by department. These guidelines are to be followed in conjunction with the guidelines above.

### Advertising

The Directed Study Journal:

- Can be typed or handwritten (neat and legible).
- Should be kept in a binder or a bound book.
- Should be organized by semester, then by advisor 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 advisor.
- Should consist of a balanced collection of notes, thumbnail sketches of ideas, instructor comments and critiques (emails are ok) and color copies of finished work (they can be smaller than actual size to fit in the book).

### Animation and Visual Effects

- 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 advisor 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 advisor.
- Entries should be documented every time you work with your advisor. Use the standard Master's Directed Study weekly form to record the contexts of these meetings.
  - "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 advisor.

- “Response From Advisor”: Keep accurate notes of Advisor 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 advisor.” 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, instructor comments and critiques (emails are OK), color copies of finished work, technical articles downloaded from the internet, photo reference, 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 VHS copy of shots completed.

#### Web Design & New Media

- The Directed Study 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.
- Directed Study journals must contain a summary of the approved final thesis proposal.
- An area must be designated for Goals and Accomplishments each week.
  1. State 4-5 goals for the next meeting.
  2. 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 advisor

#### Fine Art: Figurative or Non-figurative Fine Art and Traditional Illustration Journals

- 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 advisor and record the advisors comments.
- Show evolution of work under the direction of each advisor 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.

#### Fine Art: Printmaking & Sculpture

- Required Journal: Utrecht 9 x 12, 75 pages, \$12.99
- Obtain a copy of the Directed Study Journal Format from the Directed Study Coordinator.
- Divide journal into sections by advisor.
- Every week use the "Directed Study Journal Format Page" outline as the first page of your weekly entry. This page may be glued into your Utrecht journal. (Remember, each Advisor has a separate journal or journal section.)
- Record week by week direction from advisor(s) in detail. Include advisor's written comments and notations (this includes sketches). Your advisor should write directly on these pages.  
Then, incorporate the following on additional pages:
- Describe changes made – be specific.
- Describe the physical process or technique.
- Include research, preliminary sketches, sources and reference material, gallery visits.
- Include photos showing evolution of work under the direction of each advisor.
- Record your thoughts about the progress and direction of your work. This must include a commentary on the dialogue between you and your advisor(s).
- The journal is required by accreditation, 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:
  - Record each Directed Study meeting.
  - Support the evolution of ideas generated in Directed Study.
  - Document the development of insights and reflections from the past and present.
  - Prepare questions for future Directed Study meetings.
  - Document all questions and responses.
  - 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.

Illustration/ Traditional  
See Fine Art: Painting

Motion Pictures and Television

- Every journal has to be reviewed by the instructor teaching the directed study every week.
- The journal is part of your direct study grade.
- The MPT – Master's Coordinator will review the instructor evaluation of the journal.
- 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 Internet information as they can.
- The students should organize the information professionally in a folder.

Photography

The Journal:

- Should be a record of each meeting in Directed Study.
- Should support the evolution of ideas generated in each Directed Study.
- Should be a place to develop insights and reflect on past discoveries.
- Should be a place to ask questions for your next meeting.
- Should be a place to answer older questions.
- Should be a place where bridges are built from one Directed Study to another, connecting the relevant knowledge that supports your Final Project.
- The Directed Study Journal is a necessary tool to develop an intelligent and mature Final Project.

**DIRECTED STUDY  
COORDINATOR**

Directed Study Coordinator contact information:

Academy of Art University  
Graduate School | Directed Study Coordinator  
79 New Montgomery Street, 2<sup>nd</sup> floor  
San Francisco, CA 94105  
Email: [directedstudy@academyart.edu](mailto:directedstudy@academyart.edu)  
Tel: 415-618-6188 (800-544-ARTS, x 6188)  
Fax: 415-618-6275

**Directed Study Guidelines Online:** [http://gradstudents.academyart.edu/directed\\_study.html](http://gradstudents.academyart.edu/directed_study.html)

**Online Directed Study Orientation:** <http://gradstudents.academyart.edu/directed-studyorientation.html>

**Online Help Desk**

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](mailto:online@academyart.edu)

If you have any questions regarding the format of the Directed Study Journal, please contact your Department for further instructions.