

**ARE 6905:** Individual Study  
**Days & Period:** To Arrange  
**Instructor:** To Arrange  
**Credits:** 3  
**Grade:** S/U

**Prerequisites:** Advanced standing in the graduate program; Permission of the Instructor.

**Course Description:** This set of guidelines is intended to provide a standard that is expected for an individual study course, providing faculty and students with a common understanding and expectation for the course that addresses an identified issue or topic with the field of art education.

In this context an Individual Study course is used by a student to:

- 1) study and gain knowledge of a topic which is not a part of a regularly-offered course. For example, a graduate student is required to master a topic which is necessary to support his/her research.
- 2) The expectation should be that the student learn and cover approximately equivalent material to a regular course of the same level and credits. It counts the same and should have equivalent learning outcomes.

**Objectives:**

1. A proposal form will be submitted to the instructor at the beginning of the semester, along with any required paper work. The proposal is based on an agreement for the course between the faculty member and the student at the beginning of the semester. It should list the topics and learning outcomes for the student, along with how the student will demonstrate their mastery of the subject.
2. A final culmination portfolio will be submitted to the faculty member at the end of the semester, based on the initial course proposal and outline.

In this course students will:

1. Identify and refine a proposal topic related to art education and provide a written/oral proposal to his/her project committee that must be approved prior to the start of his/her research, no later than two weeks into the semester
2. Conduct a review of realistic research/proposal goals and consult with his/her Committee Chair on a regular basis to discuss the status of the research project;

3. Develop an appropriate methodology for coursework that addresses topic of interest and call two meetings during the semester of research in order to provide progress reports to his/her project faculty or committee.
4. Integrate the knowledge acquired through Individual Study Course in a curricular document or other product that addresses the identified outcomes;
5. Develop a copy of supporting documents of the findings, methodology, research and implications of the project for review to each member of his or her project committee according to predetermined deadlines;
6. Defend the final project/paper to the supervising faculty.

### Topical Calendar

**Week One:** Proposal Topic

**Week Two:** IRB Review and Submission

**Week Three:** Proposal Presentation

**Week Four:** Research Methodology Review

**Week Five:** Progress Meeting

**Week Six:** Draft Review

**Week Seven:** Progress Meeting

**Week Eight:** 2<sup>nd</sup> Draft Review and Course Wrap-up in Preparation of Capstone Course

**Note:** Prior to enrolling in this course, the student takes ARE 6905 *Methods of Research* in which the proposal for his/her project is planned and written. This is a graded course and should be handled similarly to regular courses. A grade needs to be assigned on the work products, for example papers, reports, oral discussions, projects.

**Project Committee:** The student's project committee must consist of 2 faculty members within the art education program who hold doctoral degrees within the field of art education. One of these committee members must be a full-time faculty member with graduate faculty status at UF.

**Textbook:** There is no required textbook for this course. Readings will be determined on an individual basis based upon the student's research interests.

## Course Policies

### Meetings in Zoom Conferences

Meetings in Zoom Conferences are scheduled by appointment with the instructor. Attendance is required unless otherwise agreed upon

### Grading Policy

Final grades will be calculated according to the following formula:

S/U for each of the weeks 1-8 of participation, submissions, and individual coursework assigned.

Evaluation criteria used in each of these areas is per instructor.

### Minimum Grade

Students must maintain a minimum grade of a S or B to pass this class.

**Class Participation:** Participation and engagement with your instructor is key to successful learning. Consistent and meaningful participation with your instructor is expected, and that frequency (with scheduled meetings and keeping them) and quality of participation will affect your grade.

**The course is S/U. To receive an "S," the student must successfully defend his or her project and submit all required supporting materials to the project committee chair. However when warranted, the following scale may be adapted to assess the S/U criteria**

95-100 A; 92-94 A-; 88-91 B+; 85-87 B; 80-84 B-; 77-79 C+; 74-76 C; 70-73 C-; 67-69 D+; 63-66 D; 60-62 D; 0-59 E.

See <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> (Links to an external site.) for additional information on UF grading policies. **Please**

**Note:** A U grade or a grade below a B will not count toward major requirements.

### Late Policy

Work turned in beyond a deadline will not receive full credit. Students should inform the instructor beforehand, when circumstances prevent work from being turned in on time.

### Incomplete and Withdrawal Policy

Students who feel circumstances warrant an incomplete or withdrawal should discuss the matter with their Committee Chair and their program advisor. Students considering withdrawal from the course should first consult their advisor and the university catalog. School policy dictates that an incomplete grade (or "I") should only be given in situations in which a student is in "good standing" in a course, but is unable to complete the course requirements because of mitigating circumstances. In cases where an "I" is given, the student and faculty member must write out a contract that clearly defines what the student must do to remove the "I" grade. If the work is not completed by the end of the next term, and the "I" grade is not changed via a grade-change form, the "I" grade is automatically converted to an "E" grade. Refer to the official UF calendar for the last day to withdraw from a class. Note that a score of "100" should not be viewed as the default grade.

### University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

All students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as "the act of lying, cheating, or stealing academic information so that one gains academic advantage." All students are required to abide by the UF Academic Honesty Guidelines, which have been accepted by the University. In the context of this class, this includes properly citing sources for any materials (both printed and online) used in completing course assignments. Additionally, students may also refer to the UF Student Guide that includes students' rights and responsibilities, UF's standard of ethical conduct, honor code and academic guidelines. In addition to providing feedback to students, to encourage proper citations and to check for potential plagiarism issues, the instructor will utilize a Turnitin function to check for proper citations and reference practices.

**The Honor Code** (<https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructors.

### Student Support Services

As a UF student in a distance learning course or program, you have access to the same student support services that on-campus students have. For course content questions, contact your instructor. For any technical issues you

encounter with your course, please contact the UF Computing Help Desk at 352-392-HELP (4357), or visit <http://helpdesk.ufl.edu>.

### Writing Requirements and Assistance

All submitted writing assignments must reflect University of Florida Graduate College level writing expectations, and most of the scholarly papers submitted for evaluation in our courses must conform to APA style guidelines.

Students are required to purchase and use the *Publication Manual of the American Psychological Association, 7th Edition*.

For writing assistance please contact the UF Writing Center:

<https://writing.ufl.edu/writing-studio/for-students/writing-assistance/> (Links to an external site.)

### Students with Disabilities

Individuals with disabilities are encouraged to register with the Dean of Students Office and submit to this instructor the memorandum from that office concerning necessary accommodations. The Disability Resource Center may be found on the Web at <http://www.dso.ufl.edu/drc/>; reached by phone at (352) 392-8565, Florida Relay Service: (800) 955-8770. All course materials may be made available in alternative format on request.

### Complaints

Should you have any complaints with your experience in this course, please visit <http://www.distance.ufl.edu/student-complaints> (Links to an external site.) to submit a complaint.

### Changes to the Syllabus

The faculty reserves the right to make changes to the course syllabus and course schedule. In the event that changes become necessary, students will be notified through CANVAS email.

### Students Requiring Accommodations

**Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.**

### Technical Support

Other Technical Requirements. You should have no problem connecting to and using e-Learning in CANVAS if you have a compatible browser and Internet connection (preferably a broadband connection such as DSL or cable). The

officially recommended technical requirements for e-Learning in CANVAS are described on this webpage:

<https://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-support>[Links to an external site.](#)

It's strongly recommended that you visit this page and ensure that your computer system meets the specifications outline there.

Technical issues can be addressed by going to <http://helpdesk.ufl.edu> [\(Links to an external site.\)](#)

### Materials and Supply Fees

There are no additional fees for this course.

### Writing Assistance

For writing assistance please contact the UF Writing Center:

<https://writing.ufl.edu/writing-studio/for-students/writing-assistance/> [\(Links to an external site.\)](#)

**All writing assignments must conform to APA style guidelines. Please refer to:**

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) [\(Links to an external site.\)](#)

### Complaints

Should you have any complaints with your experience in this course, please visit the following links:

Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honorcode-student-conduct-code/>

On-Line Students Complaints: <http://distance.ufl.edu/student-complaint-process/>

### Campus Resources:

[Resources \(on campus or by email\)](#)

[Health and Wellness](#)

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student

in distress.

- *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

## Academic Resources

*E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

*Library Support:* Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

*Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

*Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

*On-Line Students Complaints:* [View the Distance Learning Student Complaint Process](#)