**CAMOSUN COLLEGE**
*School of Arts & Science*
*Applied Communication Program*

*COMM 290, Independent Study*
*Fall 2004*

# COURSE OUTLINE

*The College does not keep this outline indefinitely. Keep this outline for your records.*

With departmental approval, students carry out a plan of studies not available through regular college courses. Content approach, methodology, and evaluation is determined in consultation between student and instructor. The first course is COMM 290, then COMM 292, etc. Credit is established by Departmental Chair and Dean.

## 1. Instructor Information
    (a) Instructor      Rick Caswell, Andy Bryce or Kim O'Hare
    (b) Office hours:  by negotiation with instructor
    (c) Location:      Y315B, Y311A, Y315A
    (d) Phone:        370-3396, 370-3394, 370-3395
    (e) E-mail:        caswellr@camosun.bc.ca, bryce@camosun.bc.ca,ohare@camosun.bc.ca

## 2. Intended Learning Outcomes
At the end of the course, the student will have
1. Demonstrated the ability to r**esearch** a media/communication topic.
2. **Completed** the project, meeting the specific learning outcomes identified in the proposal.
3. **Produced** a final report or product for evaluation by the instructor.

## 3. Required Materials
    None

## 4. Course Content and Schedule
    Varies according to individual course proposal as agreed to by instructor and student

## 5. Basis of Student Assessment (Weighting)
    Course is marked according to how well the student completes the objectives of the proposal as agreed to by instructor and student

## 6. Grading System
    The following percentage conversion to letter grade will be used:

| | | |
|---|---|---|
| A+ = 95 - 100% | B  = 75 - 79% | D = 50 - 59% |
| A  = 90 - 94% | B- = 70 - 74% | F = 0.0 - 49% |
| A- = 85 - 89% | C+ = 65 - 69% | |
| B+ = 80 - 84% | C  = 60 - 64% | |

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

**LEARNING SUPPORT AND SERVICES FOR STUDENTS**

There are a variety of services available for students to assist them throughout their learning.  This information is available in the College Calendar, Registrar's Office or the College web site at
 http://www.camosun.bc.ca

## ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy.  It is the student's responsibility to become familiar with the content of this policy.  The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html

# COMM 290 • Independent Studies

## *Calendar description*
1–6 credits
With departmental approval, students carry out a plan of studies not available through regular college courses. Content, approach, methodology, and evaluation is determined in consultation between student and instructor. The first course is COMM 290, then COMM 292, etc. Credit is awarded individually as determined by Department Chair and Dean.

## *Prerequisites*
Completion of the first full year of ACP

## *Notes*
1.  Credit value will be variable within the range of one to six, based on normal course workload criteria. Credit value will be identified by using and alphabetic code. 290A denotes one credit, 290B denotes two credits etc.
2.  Upon completion, grades will be assigned according the standard departmental letter grade system and submitted to data management by the appropriate instructor.
3.  All regular administrative procedures will apply to independent study courses including fee assessment, withdrawal dates, incomplete dates etc.
4.  Three credit independent studies may be used to meet the need for an elective in academic term four.
5.   Six credit independent studies can potentially take the place of a co-op work term.
6.  Aside from co-op ACP doesn't permit payment to students for courses that are part of the program.
7.  If the course is intended to be used in place of a co-op work term there are specific criteria:
    *   It must be communication / media industry related
    *   It must include a mentorship relationship with media / communication professional(s).
    *   Learning outcomes must be well defined and agreed upon by student and instructor.
    *   The course needs to be 6 credits (COMM 290F and there must be a substantial number of hours spent on the course. (170 hours) or equivalent of about 5 weeks of full time work.
    *   There must be in-progress check-ins with instructor (remember that instructors are generally not available in July and August.)
    *   Students must apply to the co-op exceptions committee to have the course approved as equivalent to a work term.

## *Procedure*
1.  *Student* approaches an instructor with a request to take an independent study course.
2.  *Student/Instructor* define the project an fill out the proposal form (attached) Both sign the agreement, then submit it to the department chair for approval
3.  *Chair* signs the agreement and forwards it to the Dean of Arts & Science
4.  *Dean* signs the document and returns to Chair. Instructor gives copies of the agreement to the student and registration.
5.  *Chair* contacts registration to arrange for the course
6.  *Student* registers and pays the course fee

## *Independent Studies Proposal*

| Coding: COMM 29__ __<br>*COMM 290, 292 294 / A,B,C,D,E,F)* | Credit<br>*(From 1 to 6)* | Semester | |
|---|---|---|---|
| Student Name | | Student ID | |

Subject Area *(photography, publishing, video, radio, writing)*

Overall purpose *(What subject matter are you pursuing and what specifically do you hope to learn?)*

Your Methods and sources for learning *(What approaches will you take to meet your learning objectives. Include mentors, work experience, interviews, letter writing, hands-on experimentation, and traditional research in books, periodicals etc.)*

What Equipment and facilities are needed *(If you need equipment or facilities, identify them and their availability. Estimate how many hours you will need them.)*

Supplies *(What supplies will you need to complete the project and how will you obtain them.)*

Evaluation *(What criteria will be used evaluate your learning and how/when will it take place)*

Signatures

| *Student* | *Date* | *Instructor* | *Date* |
|---|---|---|---|
| *Chair* | *Date* | *Dean* | *Date* |