Policy Statement for Special Projects in FILM

Purpose:
Special Projects (FILM 416) offer the student an opportunity to conduct investigative and/or creative work in an area or on a topic of special interest. It is not an opportunity for the student to avoid enrolling in established departmental course requirements during the year. It is meant to contribute and to broaden the student’s education. It cannot be used to fulfill a requirement for a specific course. It is also assumed that students engaging in a Special Projects course will have completed their basic requirements in their major and will have demonstrated particular ability and interest in the area proposed for study.

Rationale and Objectives:
Special Projects should be structured to further develop certain proficiencies or interests to which the student was introduced in his/her other departmental courses. It should also be an opportunity for students to pursue specific interests and talents that cannot be further developed by existing courses.

Requirements and Restrictions:
Students may enroll in a Special Project course when they have completed a minimum of 20 credits in their major and possess a grade point average of 3.00 in the major and 2.5 cumulatively. Courses requiring equipment need approval by department.

Procedure:
The following process must be followed in the setting up of a Special Projects course:

1. The student finds an instructor in the department with expertise in the area in which he/she wishes to do the Special Projects; this instructor must agree to serve as supervisor.

2. In consultation with the instructor, a proposal is drafted setting forth the reasons for undertaking the project, what is to be done (course objectives, learning outcomes), and how it will be accomplished (project guidelines and assessment).

3. The proposal is to be approved by the Department Chairperson, copies of which will be kept in the student’s file by his/her Academic Advisor and by the supervising instructor and the Chairperson.

4. Special Projects proposals shall be developed the semester prior to the semester in which the student wishes to enroll for the course. Proper university forms will be filed by parties involved.

5. Appeals for exceptions to any of the above procedures may be initiated by the student through his/her Faculty Advisor to the Department Chairperson.

Last Revised: 08/19/2015