

Petition for Visual Studies 197 Independent Field Study

Visual Studies 197 is an independent study course involving volunteer experience relevant to specific areas of design in an off-campus organization under the supervision of an instructor. You should meet with the instructor at least once a week.

Please note the following campus-wide regulations:

- Students enrolled in 197, 198, and 199 courses must have completed at least 60 semester units of undergraduate study and be in good academic standing (2.0 GPA or better).
- Credit for 198 and 199 courses in a single semester may total no more than 4 units.
- Only a grade of PASSED/NOT-PASSED is to be assigned.
- No more than a total of 16 units of courses numbered 99, 197, 198, and 199 may be used to meet the requirements for a bachelor's degree.

To obtain course approval:

1. Fill in your name and the requested course information below and then sign and date the petition.
2. Prepare a type-written course description using the following information as a guideline and attach it to this form:
 - a. Describe your proposed study (design, reading, theory, photographs, etc.)
 - b. Describe the work upon which the grade will be based (paper, series of essays, design project, photographs, etc.)
 - c. Describe your preparatory background in this area of study and how this work is relevant to your course of study
 - d. What amount of time will you spend working on your own each week and how often will you meet with your instructor? You may earn one unit of credit for every three hours of work and/or consultation with your instructor per week.
3. Obtain approval from the instructor who will supervise the course, and have that person sign and date the petition.
4. Leave the completed and signed petition at the Architecture Office (232 Wurster Hall) to confirm your eligibility and obtain approval from the Undergraduate Dean.
5. Check back at the beginning of the fourth week of the semester to receive the course control number. The Architecture office will add your course through Tele-BEARS.

Student Information:

_____ Student's Name (Please Print)	_____ Phone number	<u>VS 197</u> Course	_____ Units
_____ SID#	_____ Student's Signature	_____ Date	

Instructor Approval:

I will supervise and evaluate this student's work and be available to meet with him or her regularly as required by the guidelines listed above.

_____ Instructor's Signature	_____ Date	_____ Print Instructor's Name
---------------------------------	---------------	----------------------------------

To be filled out by the College Undergraduate Assistant:

- () units of 99, 197, 198, 199 already completed (16 units maximum)
() total units completed (60 units minimum)
() in good academic standing (2.0 GPA minimum)

Eligible: _____ Not Eligible: _____

Undergraduate Representative's Signature

Undergraduate Dean's Approval:

Approved: _____
Undergraduate Dean's Signature

Petitions must be received by the Friday concluding the second week of the term