



# INDEPENDENT STUDY GUIDELINES

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## OVERVIEW

The Independent Study option at NBCCD allows students with strong academic standing and a high level of self-motivation to explore topics beyond standard course offerings. Independent Study courses may be taken for 3 or 6 credits and are available to students in senior academic terms.

If you are interested in pursuing an Independent Study, follow these steps to determine if your project qualifies for credit.

## GETTING STARTED

### Is Independent Study right for you?

*Before applying, ask yourself:*

- Do I have a specific topic or skill I want to explore that is not covered in existing courses?
- Can I work independently and stay accountable without structured class time?
- Do I have the necessary resources, materials, and support to complete my study?

### Initial Steps

1. Meet with your advisor before the end of the semester prior to when you want to undertake your study.
2. Write a Letter of Intent before the semester in which the Independent Study takes place. The Letter of Intent should include:
  - a. Project Title
  - b. What you want to learn and why
  - c. How you plan to achieve your learning goals
  - d. Potential mentors, resources, and methods of evaluation
3. Submit your Letter of Intent to the Dean for approval.
4. If approved, the Registrar will be notified by the Dean, and you may begin your proposal for the course in the following semester.

## DEVELOPING YOUR PROPOSAL

Once the semester begins, you will have the first two weeks to develop your full proposal.

### Proposal Requirements

1. Your proposal must include:
  - Summary of Study & Research Goals
  - Study Outline (timeline & learning plan)
  - Budget (materials, books, workshop fees, transportation, etc.)
  - Bibliography (key resources, books, articles, websites, podcasts, etc.)

### Guidelines for Proposal Sections

1. Summary of Study & Research Goals
  - Use your Letter of Intent as a starting point.
  - Incorporate feedback from your advisor or the Dean.
  - Clearly explain your area(s) of research, interests, techniques, and materials.
  - Include visual examples if relevant.
2. Study Outline
  - Break down your study week-by-week or day-by-day.
  - Specify what you plan to do, how, and where.
  - Set clear deadlines for different stages of your work.
  - Schedule meetings with your advisor and mark assessment dates.
  - Define your start and end date to stay on track.
3. Budget

*Planning your budget ensures your study is realistic and financially manageable.*

Your budget should include:

  - A list of materials and their estimated costs.
  - Any books, online resources, or subscriptions you may need.
  - Workshop or training fees.
  - Travel or transportation costs.
  - Costs for documenting your work (photos, recordings, etc.).
4. Bibliography

Your bibliography should include any sources relevant to your topic, such as:

  - Books, journals, and academic papers.
  - Websites, magazines, or other media.
  - If you struggle to find sources, check bibliographies from other related materials for leads.
  - Citations should follow *Chicago Manual Style* or *MLA format*. For guidance, visit: [Purdue OWL Citation Guide](#).

## 5. Proposal Format

Your proposal should be formatted as follows:

- Name:
- Title:
- Course Name:
- Credits:
- Submitted to:
- Date:

## CONDUCTING YOUR STUDY

Once started, your responsibilities include:

1. Following your study plan and attending scheduled meetings with your advisor.
2. Documenting your process (journals, blogs, sketches, photos, etc.).
3. Adapting as needed—any major changes to your study must be approved by your advisor.
4. Presenting your research and findings in an agreed-upon format (e.g., presentation, portfolio, final report, etc.). See Evaluation & Final Reporting below.

### **Evaluation & Final Reporting**

Your final submission must include:

1. **What You Learned** – Historical and technical research, skills gained, and project outcomes.
2. **Processes & Materials** – Document your experimentation, failures, and successes.
3. **Outcome** – Finished work, research impact, and personal reflection.
4. **Future Applications** – How this study influences your practice and career plans.

## CONTACTS

For questions, contact your Studio Head or Anna Mathis, Dean, at [anna.mathis@gnb.ca](mailto:anna.mathis@gnb.ca).