

UCI School of Humanities
Department of Film & Media Studies
Humanities Gateway Building 2000
Phone: (949) 824-3532

Independent Study General Guidelines

Creative Project (198)

The independent-study option, available primarily to upper-division students, allows a student to create a course with an instructor. The plan for the course may include a reading list, a group of assignment(s), examination(s), paper(s), or similar evidence of intellectual achievement on which academic credit will be based. A description of the course and requirements must be approved by the student's faculty supervisor and the Personnel and Program Analyst. Independent study credit is limited to Pass/Not Pass and up to four units per quarter.

In order to organize an independent study course, you need to do the following:

- 1) Approach a faculty (email or in-person), tell him/her of your interest, about your creative project ideas/goals and detailed information on your topic. Ask if they would be willing to oversee it and become your faculty supervisor.
- 2) Discuss with your faculty supervisor their expectations, together create guidelines and expectations. Consent with your faculty supervisor how your academic performance will be measured-assignments, journals, weekly/bi-weekly check-ins by email, in-person or zoom. (You will need this information when filling out DocuSign independent forms)
- 3) Email Sylvia Meza-Tallada (Personnel and Program Analyst) at Smezatal@uci.edu
FMS 198: Faculty supervisor and a one-page summary explaining your project, your plans and goals.
- 4) DocuSign Independent Study forms will be emailed to students to properly complete once you email Sylvia. The forms will go to faculty supervisor, department chair for signatures and personnel & program analyst.
- 5) Once DocuSign forms are complete students will receive an email from Sylvia with a course code and an authorization code to enroll in the course 198 via WebReg.

This process must be completed by the end of the second week of the regular academic quarter to meet the UC Irvine add deadline.

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Course code: _____

Authorization code: _____

Dept: _____

Independent Study Form

Independent Study proposals must be approved by the faculty advisor and department chair *and the student must be fully registered in the course by the end of the second week of the quarter.* **In addition to getting the proposal approved, the student must obtain a course code and authorization code from the faculty member's Department Office and enroll via WebReg.**

If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also petition for approval from the Humanities Undergraduate Counseling Office using the Undergraduate Student Petition Form.

NAME _____ Student I.D. _____

Address _____ Major _____

_____ Email _____

Class Level: Fr___ So___ Jr___ Sr___ Quarter/Year _____

Faculty supervisor's name _____ & Department _____ Units _____

Creative Project Title _____

Summary of Creative Project _____

Assignments _____

How will faculty monitor or check in with FMS student _____

What courses have you taken at UCI that will support your creative project:

SIGNED: (1) STUDENT _____ DATE _____

(2) FACULTY _____ DATE _____

(3) Undergraduate Director _____ DATE _____

Film and Media Studies 198

CREATIVE PROJECT GUIDELINES

For Undergraduate Film and Media Studies Majors and Minors

These guidelines explain the intent of the Creative Project option in Film & Media Studies, as well as the process of proposing and completing a Creative Project. Please address any additional questions to a Film & Media Studies Faculty Advisor.

WHAT DOES THE CREATIVE PROJECT OFFER?

Creative Project offers you a chance to work closely with a faculty advisor as you investigate in-depth an area either not covered in current Film & Media Studies courses or a topic of particular interest, perhaps suggested by your own unanswered questions from your course work. Most often, Creative Projects are in the areas of video production or script and screenwriting and are of a scope not possible within the format of these series of classes. It is anticipated that the Creative Project will allow you to further develop your range of analytical and creative skills in viewing and commenting on film and media, while refining strong, expressive skills in creating visual media (e.g., video projections, internet projects) and/or written texts integral to visual media (e.g., scripts, screenplays, and internet site content). Finally, the program should also allow you to create and demonstrate a cohesive, convincing representation of your viewpoint in a medium central to visual culture.

WHO CAN ENROLL IN A CREATIVE PROJECT?

The Creative Project option is available to all Film & Media majors and minors at the junior or senior level. Satisfactory completion of Film & Media 85 Visual Media and Contemporary Culture, as well as either Film & Media Studies 117A-B-C, 120A-B-C, or consent of the instructor is required. Additionally, completion of Film & Media 101A History of Film is recommended prior to attempting a Creative Project. You may enroll in a Creative Project two times for a maximum of four units per enrollment. It is anticipated that students will sign up for a letter grade.

HOW MUCH WORK IS REQUIRED FOR CREATIVE PROJECT CREDIT?

The workload of a Creative Project depends on whether you pursue a 2 or 4-unit option. Plan to commit approximately four hours per week per unit, therefore it will be 8 hours per week for a 2-unit Project, and 16 hours per week for a 4-unit Project.

As part of the Creative Project, you must establish a regular meeting schedule throughout the quarter of enrollment with your faculty advisor for the project. You must discuss with you faculty what is expect from you during the project. For example- submit a project prospectus or plan, a mid-term assessment, and a final paper. During the quarter, you are encouraged to meet with other individuals who can provide valuable assistance in the research and development of your project if needed. For example, the Film & Media Studies Librarian may be a valuable resource for helping to review and hone traditional and digital research strategies; the video production and/or the script writing instructor may be critical consultants on technical points; the training staff from the Office of Information Technology can be your ally concerning Internet and web work, as well as outside resources, as appropriate.

The final project must be completed within the quarter of enrollment; therefore, the Creative Project is typically planned as a ten-week assignment. A Creative Project that may involve a longer completion time (e.g., a two quarter project of script development and story boarding, followed by production and post production activities) must be discussed fully with your faculty advisor before it is undertaken. Remember that the time commitment of the Creative Project should be planned to be commensurate with that of other academic classes you are completing.

The final project will be evaluated for content, form, critical insight, and a creative element. The project must display not only your own creative and critical viewpoint, but also your solid grasp of the practices and techniques of the creative medium in which you are working. As appropriate, your Creative Project should display your

understanding of theories and/or current debates that inform your work. Your credits must demonstrate your knowledge of sources of influence, as well as acknowledge primary and secondary research sources.

HOW DO I SET UP MY CREATIVE PROJECT?

The initial step is to approach a Film & Media Studies faculty member, apprise him/her of your research interests, and ask her/him to be your advisor. The choice of faculty advisor is up to you, however, faculty members are not always available. Contact your intended advisor about your Creative Project plans as early as possible in the quarter before you anticipate enrolling in Film & Media Studies 198 Creative Project.

Next, **you must submit a one-page essay** to your intended faculty advisor and Sylvia Meza-Tallada explaining why you would like to participate in Film & Media Studies FMS 198 project, what field you hope to do your project, what you expect from it and how it will complement your University degree.

HOW DO I ENROLL IN A FILM & MEDIA STUDIES 198 CREATIVE PROJECT?

Once a faculty member agrees to be your advisor, faculty and student must complete, sign the DocuSign Independent Study Proposal (Contact Sylvia Meza-Tallada Smezatal@uci.edu for the DocuSign. This contract requires a summary explanation of your project (the essay that you are submitting to your faculty advisor and Sylvia Meza-Tallada). Additionally, you must submit this form along with the essay in before the end of Week 1 of the quarter. When the faculty and department chair sign the form, it is your responsibility to maintain your own records regarding enrollment and approval. Enrollment in a Film & Media Studies 198: Directed Research is subject to the School of Humanities and UC Irvine enrollment policies.

Once your proposal has been reviewed and approved, you must obtain a course code and an authorization code and enroll in Film & Media Studies 198 via WebReg by the week 2 add deadline, Sylvia Meza-Tallada will provide codes.

WHAT KIND OF CONTACT SHOULD I HAVE WITH MY FACULTY ADVISOR?

It is intended that the discussions with your faculty advisor will create a positive research environment, blending constructive encouragement and critical rigor.

Different faculty advisors may have slightly different approaches to the structure of Creative Project within the general framework of Film & Media Studies 198. It is your responsibility to make sure that you and your faculty advisor discuss and agree upon the approach, as well as the meeting schedule and format of your meetings. Be sure to follow through on the agreements.

At the beginning of the research quarter, you should meet with your faculty advisor to review your project outline. Your advisor can offer good suggestions about the workload, as well as offer helpful strategies.

During the quarter, the following are recommended minimum meeting requirements: during the second week, set up a check-in meeting with your advisor to apprise her/him of your progress during the first two weeks. This should be followed by a mid-term check-in during the fourth or fifth week. You are required to hold a final meeting at the end of the quarter to review your Creative Project experience. Furthermore, at these meetings, your faculty advisor may provide you with informal progress reports and offer constructive feedback that will aid your progress between the required meetings. It is your responsibility to set up and keep these appointments.

OTHER CONSIDERATIONS

Student undertaking a Creative Project in filmmaking must comply with all Film & Media production safety and risk management requirements. You are responsible for setting up a meeting with the Instructional Tech & System Admin to learn the production safety and risk management requirements and to sign the necessary forms. Depending on your project, you may be authorized to use University-owned production and editing equipment for your video project. Note carefully that you are financially responsible for all Film and Media Studies equipment loaned to you and must pay repair or replacement costs for damaged or lost equipment. The use of

production equipment for a Creative Project must be coordinated with the Film and Media Studies Media Coordinator in charge of equipment issuance.

You may discuss with your faculty advisor the possibility of applying for UCI and/or extramural funds to help support your Creative Project. The Undergraduate Research Opportunities Program (UROP) in the Division of Undergraduate Education (<http://www.urop.uci.edu/>) is an excellent program to investigate, apply for, and participate in, as the goals of that Program and your Creative Project may coincide.

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Petition FMS 198

This process must be completed by the end of the second week of the quarter to meet the School of Humanities add/drop deadline.

NOTE: If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also:

- 1) Fill out a Humanities Undergraduate Student Petition Form, specifying which requirement you wish to satisfy with your Independent Study course. https://hq.humanities.uci.edu/online_forms/forms/petition/index.php
- 2) Attach a copy of your approved Independent Study Proposal.
- 3) Obtain the signature of the Undergraduate Director and submit the petition form to the Humanities Undergraduate Counseling Office in HIB 143 for Dean's approval.