

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

## **Independent Study General Guidelines**

### *Directed Research (199)*

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 research that details the topic/focus. 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](mailto:Smezatal@uci.edu)  
***FMS 199: Faculty supervisor and a one-page summary explaining why you would like to participate in a research, what field you hope to do your project, what you expect from it and how it will complement your degree.***
- 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 199 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.

SCHOOL OF HUMANITIES  
UNIVERSITY of CALIFORNIA • IRVINE

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 \_\_\_\_\_

Research Project Title \_\_\_\_\_

Summary of Research Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assignments \_\_\_\_\_

\_\_\_\_\_

How will faculty monitor or check in with FMS student \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

SIGNED: (1) STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

(2) FACULTY \_\_\_\_\_ DATE \_\_\_\_\_

(3) CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

## **Film and Media Studies 199**

### **DIRECTED RESEARCH GUIDELINES** **For Undergraduate Film and Media Studies Majors and Minors**

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

#### **WHAT DOES DIRECTED RESEARCH OFFER?**

Directed Research 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.

#### **WHO CAN ENROLL IN A DIRECTED RESEARCH PROJECT?**

The Directed Research option is available to all Film & Media majors and minors at the junior or senior level. Satisfactory completion of Film & Media Studies 139W: Writing About Film is recommended before you attempt a Directed Research. Students may enroll in a Directed Research 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 DIRECTED RESEARCH CREDIT?**

The Directed Research project involves the same weekly time commitment as a four-unit class, i.e., 12 hours per week, broken up into class time equivalent of three hours, and three hours of independent work per class hour.

Each student undertaking a Directed Research project will establish a regular meeting schedule with his or her faculty advisor/mentor for the research project throughout the quarter of enrollment. You must submit a project prospectus or plan, a mid-term assessment, and a final paper to your advisor. During the quarter, you also are expected to meet with the Film & Media Studies Librarian to review and hone traditional and digital research strategies. At the end of the quarter, you will be required to write a 12-15 page critical paper on your research findings. The final paper will be evaluated for content, form (grammar, style), and critical insight. The paper must display not only your solid grasp of the general area of your project, but also your understanding of major theories and/or current debates, plus your knowledge of primary and secondary sources, and your own critical viewpoint.

#### **HOW DO I SET UP MY DIRECTED RESEARCH 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/mentor. The choice of faculty is up to you, however, they are not always available. Therefore it is critical that you contact your intended advisor about your Directed Research plans as early as possible in the quarter before you anticipate enrolling in Film & Media Studies 199.

Next, you must submit a one-page typed essay to your intended faculty advisor explaining why you would like to participate in Film & Media Studies Directed Research project, what field you hope to do your research on, what you expect from it and how it will complement your University degree.

#### **HOW DO I ENROLL IN A FILM & MEDIA STUDIES 199 DIRECTED RESEARCH?**

Once a faculty member agrees to be your advisor, faculty and student must complete, sign, and have her/him sign the DocuSign Independent Study Proposal (Contact Sylvia Meza-Tallada [Smezatal@uci.edu](mailto: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. If and 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 199: 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 199 via WebReg by the week 2 add deadline, Sylvia Meza-Tallada will provide the 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 Directed Research within the general framework of Film & Media Studies 199. 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, and that you follow through on that agreement.

At the beginning of your research quarter, you should meet with your advisor to review your project outline. He/She can offer good suggestions about the workload and helpful strategies.

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

During the quarter, the following are recommended meeting guidelines: in the second week of your Directed Research, set up a check-in meeting with your advisor to apprise her/him of your progress in first two weeks. This meeting should be followed by a mid-term check-in during the fifth or sixth week. You are required to hold a final meeting at the end of the quarter to review your Directed Research experience as a whole. It is your responsibility to set up and keep appointments with your Directed Research advisor.

You may find that you will benefit, however, from more frequent meetings-as often as weekly. You are welcome to try to schedule as many meetings as you and your advisor have time for. At these meetings, your faculty advisor may provide you with informal progress reports and offer constructive feedback that will aid your progress.

If you have any additional questions please contact [Smezatal@uci.edu](mailto:Smezatal@uci.edu)

## **Petition FMS 199**

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:**

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](https://hq.humanities.uci.edu/online_forms/forms/petition/index.php)