

# VISA 3F99 HONOURS TUTORIAL APPLICATION FORM - HAVC

Deadline for application submission: Spring/Summer **March 31** / Fall/Winter **May 1**

Please complete this form and all items listed on the application checklist, then submit all items as attachments in a single email.

Email your application to: [artsubmissions@brocku.ca](mailto:artsubmissions@brocku.ca)

Subject line: VISA 3F99 Honours Tutorial Application - HAVC

Date	
Name	
Student Number	
Phone Number	
Email Address (Brock account only)	
Which course are you applying for? (Course code + Spring/Summer or Fall/Winter)	
Which full-time faculty member have you asked to be your supervisor?	
Total number of credits completed before the start of the course?	
Overall grade average	
Major (VISA) grade average	

Reason for requesting this course (max 125 words)

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**VISA 3F99 is a full-credit course, designed to facilitate independent, sustained academic work that lies outside an area of study not normally offered in other VISA courses. This advanced study course requires applicants to seek the agreement of a full-time faculty member to act as a supervisor, and receive permission of the Department. Applications will be evaluated by the Department Committee. Students will be notified of acceptance through their Brock email account.**

## APPLICATION CHECKLIST

- ☐ **A completed application form** – Send as a PDF file labelled: Last name\_First name\_Form (e.g., Smith\_Sam\_Form.pdf)
- ☐ **An up-to-date Academic Program Plan** from Academic Advisor, Elizabeth Maddeaux: [rmaddeaux@brocku.ca](mailto:rmaddeaux@brocku.ca)
- ☐ **75% major average and 12 credits completed** by the start of the course
- ☐ **Agreement of a full-time faculty member to supervise the course** – contact prior to submitting application
- ☐ **Project proposal** (300 - 600 words) – Your proposal should outline the topic you wish to investigate and clearly identify: how you will investigate it, how you plan to acquire necessary knowledge in the area; your project outcomes; and how you think the work should be evaluated. You should also articulate why the project is important. Please title this document Project Proposal and include your name at the top of the document. Send as a PDF or Word Doc file labelled: Last name\_First name\_Proposal (e.g., Smith\_Sam\_Proposal.pdf)
- ☐ **A brief bibliography** (1 page) of relevant research resources. This submission should reflect a preliminary bibliography of sources to be consulted. Any citation style is fine as long as it is consistent. Title this page Bibliography and include your name at the top. Send as a PDF or Word Doc file labelled: Last name\_First name\_Bibliography (e.g., Smith\_Sam\_Bibliography.pdf)

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For questions about the application process or the course, please contact the Chair of the Department of Visual Arts