VISA 3F99 HONOURS TUTORIAL APPLICATION FORM **- STUDIO**

*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 <u>all</u> items as attachments in a single email.

Email your application to: artsubmissions@brocku.ca
Subject line: VISA 3F99 Honours Tutorial Application - STUDIO

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)

VISA 3F99 is a full-credit course, designed to facilitate independent, sustained creative 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

☐   **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

☐   **A proposal** (300 - 600 words) – Describe what you intend to do in the independent study and clearly identify: the area/media/practice that you wish to pursue; how you plan to acquire necessary knowledge in the area; what specifically you will accomplish (e.g., scale, number, duration of work); how the work will be presented; and how you think the work should be evaluated. Please title this document <u>Proposal</u> 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.doc)

☐   **Visual support material** – Submit 10 digital images or time-based media works, or a combination thereof (max 10 items). Visual support material should demonstrate your ability to create successful work. All visual support material should be an accurate record of the artwork and should be well presented (i.e., properly photographed, colour corrected, cropped). All visual support material files should be labelled as follows: Last name_First name_zero leading file number (e.g. Smith_Sam_01.jpg, Smith_Sam_02.mp4, etc.,)

         Images: Images must be submitted as **jpg** files. Images should <u>not</u> be larger than 1024 pixels on the longest side and files should not be larger than 2 MB. You may include up to two detail images of your work, if needed, within the 10 file maximum.

         Time-based media: Time-based media should be edited to 1 minute samples and submitted as a AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video), MP3 or WAV. Submissions must be PC <u>and</u> Mac compatible. Alternatively, you are welcome to provide a YouTube or Vimeo link. *See further instructions in the list of visual support materials below. **Please test all media submissions and links to ensure they are operable before sending.**

☐   **List of visual support material** – Include title, medium, size, date, duration, as applicable, for all 10 items submitted. The list of visual support material should be numbered to correspond with the jpg/media files submitted (i.e., 01 - 10). If including links to YouTube or Vimeo for media submissions, please include the links directly in your list and specify which 1 minute of the piece to watch (e.g., 3m 02s – 4m 02s.)

     Please title this document <u>Visual Support Material List</u> and include your name at the top. Send as a PDF or Word Doc file labelled: Last name_First name_List (e.g., Smith_Sam_List.doc)

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