

Off Campus Study Program

OFF CAMPUS STUDY

The Off Campus Study Program at NSCAD University enables students to pursue study away from the university under two circumstances:

Independent Off Campus Study allows students to devise individual plans of study within Canada or abroad while registered for courses listed in the university calendar.

Exchange Study allows students to continue study at one of a number of institutions around the world with whom the university participates in an exchange agreement.

*Honours Design students may choose to study off campus during CD III either through a **Practicum** or an exchange with another institution. Practicum is considered under the independent off campus study program and approval is decided by the faculty supervisor(s) and the Chair of Design. Exchange approval must come first from the Design Division and then the host school. Honours Design students apply to the Director, Admissions.*

Are You Eligible?

Students are eligible to participate in an exchange or independent off campus study if they have completed a minimum of 60 credits and two art/design history courses at NSCAD prior to the off campus semester. Students with transfer credits, who have successfully completed two full-time semesters at the College with a minimum of 60 credits in total, may participate in an Exchange or Off Campus Study. Students must be registered at NSCAD at the time of application. All aspects of a student's program will be reviewed by the Exchange Committee for exchange and the supervising faculty and appropriate division chair will review independent off campus study proposals.

What Is Expected of You?

Participants are expected to document his/her experience of the exchange or independent off campus study in such a way that the record of his/her experience may benefit other students considering such study. This summary will become part of the resources available in the Office of Student and Academic Services to students interested in pursuing these options of study. Students are required to return to the College and to register for at least one semester. A public presentation and submission of a 2-page typed summary of the student's experience is also required. Students should keep a journal during his/her period of off campus study, in which he/she records his/her experiences, impressions, sketches, and other important information and also visually document the experience with photographs and slides. These will form the basis of the public presentation and the written summary report.

Credits taken while on exchange or independent off campus study will not be awarded until the Registrar has been notified by the Director, Admissions that the student has completed the public presentation and has submitted the summary. Tuition is paid to NSCAD and credits earned while on exchange or independent off campus study apply toward NSCAD degrees. It is the responsibility of the student to arrange for the delivery of the official transcript from the host institution to the NSCAD Registrar upon completion of the Exchange Semester.

The following are general requirements that apply to the Off Campus Study Program:

- a student must be registered at the university and in good academic standing at the time of application for Off Campus Study;
- a student must have completed a minimum of sixty (60) credits and have maintained a minimum cumulative grade point average of 3.0 in order to participate in Off Campus Study;

- a student applying for Exchange study must have completed 9 credits of liberal arts courses, including 6 credits of art history for BFA students;
- a student applying for Independent Off Campus Study must have completed the prerequisites in those courses for which s/he is registered while away from the university.

Transfer students may apply for Off Campus Study after the completion of two full-time semesters at the university, in addition to meeting the above-noted requirements. The university's Residency Requirement will apply and may limit participation in Off Campus Study for some transfer students.

Approval for Off Campus Study is determined by the following:

For *Independent Off Campus Study*, in addition to meeting all eligibility requirements for off campus study, a student must meet the following additional requirements:

- submit an Independent Off Campus Study Proposal form for each course in which the student will register during the off campus semester, and
- receive signed approval from the faculty supervisor, the appropriate division Chair, and the Director, Admissions (Co-coordinator of Off Campus Programs).

Faculty supervisors must be chosen from regular full-time faculty with whom the student has studied previously, or in exceptional circumstances, with a regular full-time faculty member who is familiar with the student's work.

For *Exchange Study*, in addition to meeting all eligibility requirements for off campus study, a student must meet the following requirements:

- submit an appropriate proposal for exchange study; and
- have two supportive forms of recommendation submitted on her/his behalf from faculty in her/his principal area of study with whom s/he has developed a working rapport within 12 months preceding the beginning of the proposed exchange semester;
- submit a portfolio of recent work relevant to the exchange proposal.

A student who participates in Off Campus Study is required to return to the university and to register for at least one semester during which s/he will give a public presentation and submit a two-page typed summary. Credit will not be awarded for Off Campus Study until these requirements have been met.

- for *Independent Off Campus Study*, the supervising faculty member will award a grade
- for *Exchange Study*, credit will be awarded once a transcript indicating successful completion of the exchange semester has been received from the host institution. The credits will not be calculated into the student's grade point average.

Tuition and fees are paid to NSCAD and must be paid before a student will be permitted to register at a host institution for Exchange Study.

Credits gained in Off Campus Study are considered non-resident credits.

The Office of Student and Academic Services organizes and coordinates the Off Campus Study Program and assists students with application procedures, financial planning, and visa requirements. The student is responsible for arranging travel and accommodations. The Office keeps a set of calendars for institutions with which the university has exchange agreements and reports written by previous off campus study students.

Application Deadlines

Fall	February 15
Winter	October 1

Summer study will be considered on a case by case basis only. Please inquire well in advance of the summer semester to see what may be possible.

Students should consult the Office of Student and Academic Services four to sixteen months in advance of their planned off campus semester.

Semester Credits for an Exchange Semester

Students will be granted the semester total of the completed credits indicated on the host institution's transcript. The total semester credits must conform to the university's semester system and will be adjusted where necessary. The credits will be awarded as transfer credits and will not be calculated into the student's Grade Point Average. In no case will more than 15 credits be awarded for a semester of exchange study,

While planning their semester of Exchange Study or once registered at the host institution, students should make themselves aware of the credit system of the host institution, and should consult with NSCAD's Registrar before departure to ensure that the credits they require for their program will be met by their enrolment at the host institution.

All students on Exchange Study are required to document their registration at the host institution by forwarding a copy of their registration to NSCAD's Registrar.

Institutions within the Exchange Program

Exchange Study allows students to continue their studies for a semester at one of these participating institutions:

The Canadian Art Colleges Consortium

- Alberta College of Art and Design, Calgary, AB
- Emily Carr Institute, Vancouver, BC
- Ontario College of Art and Design, Toronto, ON

North America

- Art Academy of Cincinnati, Cincinnati, OH
- Art Institute of Boston, Boston, MA
- Art Center College of Design, Pasadena, CA
- Art Institute of Southern California, Laguna Beach, California
- Atlanta College of Art, Atlanta, GA
- California College of Arts and Crafts, San Francisco, CA
- Centre of Creative Studies, Detroit, MI
- Cleveland Institute of Art, Cleveland, OH
- Columbus College of Art and Design, Columbus, OH
- Cooper Union for the Advancement of Science and Art, NYC, NY
- Corcoran College of Art and Design, Washington, DC
- Fashion Institute of Technology, NYC, NY

- Kansas City Art Institute, Kansas City, MO
- Lyme Academy of Fine Arts, Old Lyme, CT
- Maine College of Art, Portland, ME
- Maryland Institute, College of Art, Baltimore, MD
- Massachusetts College of Art, Boston, MA
- Memphis College of Art, Memphis, TN
- Milwaukee Institute of Art and Design, Milwaukee, WI
- Minneapolis College of Art and Design, Minneapolis, MN
- Montserrat College of Art, Beverly, MA
- Moore College of Art and Design, Philadelphia, PA
- Oregon College of Art and Craft, Portland, OR
- Otis College of Art and Design, Los Angeles, CA
- Pacific Northwest College of Art, Portland, OR
- Parsons School of Design, NYC, NY
- Pratt Institute, Brooklyn, NYC, NY
- Rhode Island School of Design, Providence, RI
- Ringling School of Art and Design, Sarasota, FL
- San Francisco Art Institute, San Francisco, CA
- School of the Art Institute of Chicago, Chicago, IL
- School of the Museum of Fine Arts, Boston, MA
- School of Fine and Performing Arts, SUNY at New Paltz, NY
- Universidad LaSalle, Mexico City, Mexico
- University of the Arts, Philadelphia, PA
- University of Massachusetts at Dartmouth, MA
- Universidad de las Americas, Puebla, Mexico
- University of Michigan, School of Art and Design, Ann Arbor, MI

In addition, independent exchange agreements exist between the university and the following institutions:

- Ar.Co. Centro de Arte e Comunicacao Visual, Lisbon, Portugal
- Birmingham Institute of Art and Design, University of Central England, Birmingham, UK
- Canberra School of Art (Australian National University), Canberra, Australia
- College of Art, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
- Duncan of Jordanstone College of Art, Dundee, Scotland
- Ecole Nationale Supérieure des Beaux Arts, Paris, France
- Edinburgh College of Art, Edinburgh, Scotland
- Fachhochschule Bielefeld, Bielefeld, Germany
- Fachhochschule Manneheim, Manneheim, Germany
- Fachhochschule Pforzheim, Hochschule für Gestaltung, Technik und Wirtschaft, Pforzheim, Germany
- Fachhochschule Schwäbisch Gmünd Hochschule für Gestaltung, Schwäbisch Gmünd, *Germany*
- Gerrit Rietveld Academie, Amsterdam, The Netherlands
- Glasgow School of Art, Glasgow, Scotland
- Jingdezhen Ceramic Institute, Jiangxi Province, China
- Köln International School of Design, Köln, Germany (*pending approval*)

- Kookmin University, Seoul, Korea
- Kunsthochschule Berlin-Weissensee, Berlin, Germany
- Kyoto City University of the Arts, Kyoto, Japan
- National College of Art and Design, Dublin
- Oslo National College of the arts, Oslo, Norway
- Ravensbourne College of Design and Communication, London
- Sydney College of the Arts, University of Sydney, Sydney, Australia
- University of Canterbury, School of Fine Arts, Christchurch, New Zealand
- University of New South Wales, Sydney, Australia
- University of Newcastle, Newcastle, Australia
- University of Ulsan, Ulsan, Korea
- Wimbledon School of Art, England

Planning Exchange or Off Campus Study

You should start the research and planning regarding a semester of Exchange or Off Campus Study six to sixteen months in advance of the anticipated period of study. This will involve examining the offerings of various exchange institutions to see which program and institution best fits your intentions for the exchange study, or preparing a proposal of your intended plan of off campus independent study. Planning your financial and travel necessities for the period of study, and researching visa requirements for entering foreign countries is also required. All arrangements must be made, including approval of your program by the appropriate university officials, and payment of fees, before your departure. Many countries will require a receipt for payment of tuition fees before you will be allowed to enter a country or to register at an institution.

A number of NSCAD scholarships are specifically available to students who wish to pursue exchange or off campus Study. Application for these scholarships is separate and information may be received from the Coordinator of Financial Aid and Student Counselling. One should also investigate other sources of financial support.

Procedures and Considerations

1. Make an appointment with the Director, Admissions to review your program. You should ask any questions you may have concerning eligibility, art history/academic requirements, etc. at this meeting.
2. Submit the application for exchange, practicum or independent off campus study by the announced deadline. Include a reasonable idea of the courses you wish to take while on exchange in the proposal. Off Campus applicants must also submit completed Course Proposal Forms for each NSCAD course in which he/she wishes to enroll. Honours Design Students must submit the CDIII Practicum Application Form accompanied by a proposal.
3. Exchange applicants only must submit a Portfolio of 10-15 slides, video or other relevant documentation of his/her most recent work. Be sure to duplicate your slides once before submitting them to the Off Campus Committee for review. In most cases it will be necessary for the Office to submit a set of slides to those institutions for which the student is seeking entry. We cannot guarantee that slides submitted to other institutions will be returned. It is also possible that slides will have to be submitted to more than one institution at the same time. Your portfolio should be accompanied by a typewritten list of works indicating title, date, size, and media. Videos should be submitted on VHS (NTSC) tape cued to the appropriate starting point or CD/DVD and should not exceed 15 minutes. Computer discs should be DVD or CD only and readable by both Windows and Macintosh computers.

4. Submit a well-researched and well-written proposal which clearly indicates the intended purpose of the exchange or independent off campus study. The proposal must be typewritten.
5. For Exchange only, request two full-time faculty members who have worked with you or are familiar with your work to submit recommendations to the Office of Student and Academic Services by the announced deadline.
6. All students MUST meet with the Registrar prior to leaving for a semester of Off Campus Study to discuss degree and graduation requirements.

Financial Considerations

Before applying for government assistance through the Canada Student Loan Program, the Quebec Student Loan Program or other provincial loan programs for the period of study during which the Exchange study will take place, one should consult with the Coordinator, Financial Aid and Student Counselling. Some provincial loan agencies recognize exceptional expenses for such programs of study and will calculate these into their determinations of the assistance available to a student. Other provincial loan agencies will not provide either loan or bursary assistance to students pursuing programs outside Canada. Without adequate financial resources, students should not attempt Off Campus Study.

One of the most important matters to settle is how and where the student will get money when traveling. In the past, this has sometimes been a problem for students. If the student will be receiving a Canada student loan, it is most important that either he/she signs and negotiates the necessary loan documents before departing or that the student provides a reliable mailing address where documents may be forwarded via registered mail for his/her signature. The student must leave detailed instructions with the Office explaining how his/her bursary and loan balance or any other funds will be forwarded to him/her.

The student may want to give a member of his/her family written authority to deal with his/her bank on his/her behalf. The student must inform his/her bank and the Office of such arrangements.

Students are required to budget an extra \$300 to \$500 for an emergency fund. This money may be taken with the student or left in a personal bank account in Canada in case the funds are needed quickly. A member of the student's family, given a detailed letter of instructions, could withdraw that amount in an emergency and wire it to the student at once.

Students should note that tuition and fees for the total period of his/her anticipated Exchange / Off Campus Study must be paid before his/her NSCAD registration can be officially completed. Unless the student has paid his/her tuition before leaving, or, in exceptional circumstances, have made alternative arrangements with the Vice-President of Finance, he/she will not be officially registered at the university.

Students should check with the local bank(s) to find out the most useful currency to carry. He/she may want to take the bulk of money in traveler's cheques (i.e., American Express, Thomas Cook, Visa). Also, receipts should be kept separate in case the traveler's cheques are stolen or lost. Small bills are handy to keep in cash to pay for local transportation and incidentals.

Scholarships

There are a number of NSCAD University scholarships available to students who are participating in an Exchange / Off Campus Study Program. Application for scholarships must be made separately. For more information on deadlines and procedures, contact the Coordinator of Financial Aid and Student Counselling.

In addition to NSCAD Scholarships, students may find grants and scholarships available from numerous sources external to NSCAD. One should contact the consulate of the country to which he or she plans to travel. In addition, the Canadian Bureau of International Education, of which NSCAD is a member, has resources regarding grants and scholarships on their website at www.cbie.ca.

Fall Semester

The **Communication Design Group Ltd. Scholarship** is limited to advanced Communication Design students of merit who are intending to complete a practicum in their 3rd Communication Design Studio semester (CMD54050). A single award is offered.

The **William Donald Peters Fund** was established in 1973 in memory of a former student who participated in Off Campus Study and offers a single grant.

The **William Souter Memorial Fund** was established in 1991 in memory of another former student who participated in the Off Study program and offers a single grant.

The **Effie May Ross Memorial Scholarship** fund was named for a former resident of Truro, N.S., who for many years was a friend of the College. The Ross Scholarship is limited to students from the Atlantic Provinces and to programs outside Canada.

The **Pattie Snow-Parker Memorial Scholarship** was established in honour of Patricia Snow-Parker who was the Director of Off Campus Services at the Nova Scotia College of Art and Design from 1975 to the time of her death in 1990. An advocate of the importance of cross-cultural experiences as an integral part of an individual's education and personal development, Pattie Snow oversaw the development of a program of exchanges and off campus study for the students of the College. One award will be given annually to an advanced student who has achieved academic excellence and intends to participate in a program of off campus study. In keeping with Pattie's life-long interests, consideration in the awarding of this scholarship will also be given to a student whose program of off campus study involves issues of equity, peace, international development, and the protection of the environment.

The **Marguerite and Leroy Zwicker Fellowship** was established in 1992 in memory of Leroy Zwicker (1906-1988) and Marguerite Zwicker (1904-1993). Both Leroy and Marguerite Zwicker were graduates of NSCAD and dedicated to promoting the visual arts in the Maritimes and to supporting and encouraging young artists. Leroy Zwicker was a past member of the College's Board of Governors and a Halifax gallery owner. Leroy and Marguerite Zwicker remained during their lifetimes prominent members of the Halifax art community through their activities as artists and supporters of the visual arts. The fellowship is intended to assist NSCAD students of outstanding academic achievement in the undertaking of Independent off campus study or exchange study outside North America.

The **Roloff Beny Photography Scholarships** have been made possible through the generous donation of the Roloff Beny Foundation in Toronto. Wilfred Roy Beny was born in Medicine Hat, Alberta, in 1924. He later adopted the name Roloff, his mother's maiden name, and by 1950 was known as Roloff Beny. After a successful career as a painter and printmaker, in the 1950's Roloff Beny embarked on a new career as a photographer and designer of sumptuous travel

photography books. These books were critically acclaimed and hugely successful. Roloff Beny died in Rome in 1984. Two \$5000 scholarships will be awarded for the academic year. These scholarships will allow two of NSCAD's best photography students to carry out ambitious off-campus projects that might otherwise be beyond their financial means.

Winter Semester

William Donald Peters

William Souter Memorial

Effie May Ross Memorial Scholarship

Roloff Beny Photography Scholarships

see descriptions above

Students may wish to consult the Student Union Office about opt-out eligibility during their exchange semester. Contact (902) 494-8127.

For more information contact:

OFFICE OF STUDENT AND ACADEMIC SERVICES

Terrence Bailey

Director, Admissions

902 494 8188 TEL, 902 425 2987 FAX

tbailey@nscad.ca

APPLICATION FOR OFF CAMPUS STUDY

1.0 Contact details

SURNAME	FIRST NAME	ID NUMBER
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1.1 Address while attending NSCAD University

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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EMAIL

1.2 Permanent address

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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2.0 Program

NSCAD DEGREE PROGRAM	MAJOR	CREDIT TOTAL
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SEMESTER AND YEAR OF OFF CAMPUS STUDY	LOCATION OF OFF CAMPUS STUDY
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3.0 Proposal

Submit a one-page type-written proposal of your off campus study. Include an overview of the research you plan to undertake, documentation of any contacts you have made and an itinerary of your proposed activities.

3.1 Course proposals

List courses from the NSCAD University Calendar for which you wish to earn credit while off campus. An *Off Campus Course Proposal Form* must be completed and signed by the student, faculty supervisor and division chair for each course listed. Forms are available in the Office of Student and Academic Services.

COURSE CODE	COURSE NAME	CREDIT VALUE
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COURSE CODE	COURSE NAME	CREDIT VALUE
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COURSE CODE	COURSE NAME	CREDIT VALUE
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4.0 Declaration

I hereby apply for off campus study and with the understanding that my academic record will be reviewed in order to determine eligibility.

SIGNATURE	DATE
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APPLICATION FOR EXCHANGE STUDY

1.0 Contact details

SURNAME	FIRST NAME	ID NUMBER
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1.1 Address while attending NSCAD University

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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EMAIL

1.2 Permanent address

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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2.0 Program

NSCAD DEGREE PROGRAM	MAJOR	CREDIT TOTAL
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SEMESTER AND YEAR OF EXCHANGE	INSTITUTION FOR EXCHANGE STUDY
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3.0 Proposal and Portfolio

Submit a one-page type-written proposal of your exchange study.

Submit 10-15 slides of recent work identified by your name and a number that corresponds to a typed list of works in which each work is identified by title, dimensions, media and date. Digital slides may be presented on CD or DVD as a slide show, PowerPoint or Acrobat document. Design applicants may submit a purpose-specific, self-promotional package. Time-based pieces should be submitted on VHS (NTSC) cued to the appropriate starting point, DVD or CD. Works should not exceed 15 minutes. Files submitted on computer discs should be readable by both Windows and Macintosh computers.

4.0 Faculty Recommendations

Applicants must arrange for two members of faculty, with which he/she has worked, to submit recommendations on his/her behalf, by the posted deadlines. Recommendation forms are available in the Office of Student and Academic Services.

FACULTY NAME	FACULTY NAME
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5.0 Declaration

I hereby apply for exchange study and authorize the Registrar to release an official copy of my academic transcript to the institution to which I am applying.

SIGNATURE	DATE
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FACULTY RECOMMENDATION FOR EXCHANGE STUDY

1.0 Student

SURNAME FIRST NAME

2.0 Faculty

SURNAME FIRST NAME

The above-named student has requested that you recommend him/her for Exchange. Please return the completed form to the Office of Student and Academic Services by:

Fall Exchange February 15 Winter Exchange October 1

3.0 Student ranking

Please rank the above-named student using the following criteria with 1 being the lowest rank and 5 the highest:

Maturity:	(low)	1	2	3	4	5	(high)
Initiative:	(low)	1	2	3	4	5	(high)
Imagination:	(low)	1	2	3	4	5	(high)
Class contribution:	(low)	1	2	3	4	5	(high)
Commitment:	(low)	1	2	3	4	5	(high)

Please include additional comments you wish to make about the applicant (i.e. other indicators of achievement, effort and promise):

Do you feel that you are in a good position to evaluate this candidate? Please explain:

In the context of your teaching experience, please rank the above-named applicant by circling one of the following:

Top 2% Top 10% Top 25% Top 50% Below Average

4.0 Faculty Declaration

In submitting this recommendation form I understand and agree that, should the above-named student be awarded a scholarship, some information contained in this recommendation may be provided to the scholarship donor.

SIGNATURE

DATE

FACULTY RECOMMENDATION FOR EXCHANGE STUDY

1.0 Student

SURNAME FIRST NAME

2.0 Faculty

SURNAME FIRST NAME

The above-named student has requested that you recommend him/her for Exchange. Please return the completed form to the Office of Student and Academic Services by:

Fall Exchange February 15 Winter Exchange October 1

3.0 Student ranking

Please rank the above-named student using the following criteria with 1 being the lowest rank and 5 the highest:

Maturity:	(low)	1	2	3	4	5	(high)
Initiative:	(low)	1	2	3	4	5	(high)
Imagination:	(low)	1	2	3	4	5	(high)
Class contribution:	(low)	1	2	3	4	5	(high)
Commitment:	(low)	1	2	3	4	5	(high)

Please include additional comments you wish to make about the applicant (i.e. other indicators of achievement, effort and promise):

Do you feel that you are in a good position to evaluate this candidate? Please explain:

In the context of your teaching experience, please rank the above-named applicant by circling one of the following:

Top 2% Top 10% Top 25% Top 50% Below Average

4.0 Faculty Declaration

In submitting this recommendation form I understand and agree that, should the above-named student be awarded a scholarship, some information contained in this recommendation may be provided to the scholarship donor.

SIGNATURE

DATE

APPLICATION FOR CD III PRACTICUM

1.0 Contact details

SURNAME	FIRST NAME	ID NUMBER
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1.1 Address while attending NSCAD University

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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EMAIL

1.2 Permanent address

STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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2.0 Proposal

Submit a one-page type-written proposal of your practicum. Include an overview of the research you plan to undertake, documentation of any contacts you have made and an itinerary of your proposed activities.

3.0 Practicum host

SURNAME	FIRST NAME
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TITLE	COMPANY NAME
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STREET ADDRESS

CITY	PROVINCE/STATE	POSTAL CODE
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TELEPHONE	ALTERNATE TELEPHONE	FAX
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EMAIL

4.0 Acknowledgement of terms of practicum

STUDENT SIGNATURE	DATE
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DESIGN DIVISION CHAIR SIGNATURE	DATE
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PRACTICUM HOST SIGNATURE	DATE
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