

Directed Studies Template

According to Policy 207, a Directed Studies is “an **individualized research, directed reading or project-based course offered on an ad hoc basis** and supervised by a faculty member. The directed studies course name and number are included in the UFV calendar (e.g. CHEM 408: Directed Studies in Chemistry).”

Deadline for proposals coincides with the last day to add a course without the Department Head’s permission each semester. See <https://www.ufv.ca/registration/deadlines/>.

Please fill in the information on the following page and submit it along with the following:

1. Student proposal which outlines (1-2 pages):
 - Overview of project
 - Proposed reading list
 - How the project helps fulfill the student's goals
2. Faculty submission which outlines (1-2 pages):
 - Learning outcomes for the project
 - Evaluation breakdown, including all assignments and their weighting
 - Proposed reading list (if not included in student submission)
3. Budget, Location, and Timeframe
 - Proposed budget (for all additional supplies needed)
 - Location of the experiments or research proposed for the Directed Study (eg. UFV Laboratories, regional parks, etc.)
 - When the experiments or research will take place. Students using UFV Laboratories are encouraged to work between 7am – 8pm on weekdays, if work needs to be done outside these hours, please include a rationale.
4. Student academic record (student to provide)

When complete, submit to the Department Head/Director for review and approval. Once approved, forward all documents to the Associate Dean, Faculty of Science for review and decision.

Course & Student Information		
DEPARTMENT:		SEMESTER:
Course name and number:	Credits:	Supervising faculty member:
Student name:		Student ID:
Student cumulative GPA (including any special comment on recent changes in GPA) :		
Total number of credits completed by student:		Total number of DS or DR credits to date:
<p>According to Policy 207, a student may not enroll in more than one directed studies course in a single semester without the Dean's permission. Is the student planning on taking additional Directed Studies courses this semester?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If 'YES', please have the student include an explanation in their submission.</p>		
<p>According to Policy 207, a student may not enroll in more than one directed studies course with the same instructor without the Dean's permission. Has the student completed a Directed Studies course with the proposed faculty member before?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If 'YES', please have the student or faculty include an explanation in their submission.</p>		
<p>Does the student meet pre-requisites for the course?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Comments:</p>		
<p>Does the student require this course in order to graduate this semester?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>		
<p>Could this project be completed as part of a currently timetabled course?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>		
<p>Has the department head approved this proposal?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Comments:</p>		