**BAS Independent Studies Course Approval Form**

**1. Course Title: Independent Studies in Arts/Sciences:**

**Course Description:**

This course offers an opportunity for individual students to pursue unique curricular opportunities when they arise and are approved as appropriate for B.A.S. students. Examples include: independent reading and/or research under a faculty member’s supervision in a research lab or program; a course taken while studying on exchange or abroad; a course developed in conjunction with experiential learning situations, etc.

**Credit Weight:** 0.50

**Academic Department (or campus):** Arts & Science, College of Arts

**2. Semester Offering:**

**3. Class Schedule and Location:**

## 4. Instructor Information

Instructor Name:

Instructor Email:

Office location and office hours:

## 5. Course Content (Description of this specific course)

**6. Learning Outcomes**

In a 3000/4000-level course, it is expected that students will apply the research, critical thinking, literacy, communication and professional/ethics abilities they have acquired through prior coursework and further develop these skills to an advanced level.

**Four** of the Learning Outcomes are compulsory; the student should add at least **two** more.

Following completion of this course, the successful student will be able to:

1. INTEGRATION & CONNECTION

Demonstrate how the connections between arts/science and society are critical to the understanding of their topic.

1. APPLICATION/CONTEXT

Apply, translate, adapt their findings and ideas to contemporary issues.

1. INDEPENDENCE

Plan and conduct independent research that integrates disciplinary knowledge from the humanities, socials sciences and sciences with minimal external assistance.

1. COMMUNICATION

Communicate appropriately to a wide variety of publics the outcomes and significance of their research.

1. STUDENT OUTCOME
2. STUDENT OUTCOME

**7. Course Assignments and Tests**

The following table indicates specific assignment descriptions, due dates, weighting, and links to Learning Outcomes. The Learning Outcomes Assessed should be indicated by using numbers relating back to the Learning Outcomes listed above. Specific information will vary depending on the individual project being undertaken. As required by Senate, the student must receive substantive feedback from the instructor before the 40th day of class. The amount of time students devote to research activities must be adjusted to accommodate hours spent fulfilling other course requirements; in total, student hours must not exceed the maximum required for a 0.50 credit course.

| **Assignment or Test**  **Descriptors** | **Due Date** | **Contribution to Final Mark (%)** | **Learning Outcomes Assessed** |
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**8. Explanation of Descriptors**

**9. Course Policies**

**Grading Policies**

**Course Policy regarding use of electronic devices and recording of lectures**

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

**10. University Policies**

**Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration: [Academic Consideration, Appeals and Petitions](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml)

**Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

[Academic Misconduct Policy](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml)

**Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact the [Student Accessibility Services](https://www.uoguelph.ca/csd/) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 54335 or email csdexams@uoguelph.ca or the [Student Accessibility Services Website](https://www.uoguelph.ca/csd/)

**Course Evaluation Information**

Please refer to the [Course and Instructor Evaluation Website](https://courseeval.uoguelph.ca/ceval_CEC.php) **.**

**Drop date**

The last date to drop one-semester courses, without academic penalty, is **[insert date]*.*** For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml).

**11. Additional Course Information**

**12. Approvals**

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| **Three (3) copies of this form are required:** | 1. **Student** 2. **Supervisor** 3. **BAS Program Counselling Office** |
| **The Learning Contract may also be emailed, with all of the above copied, as long as only uoguelph.ca email addresses are used.** | |

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| Please print clearly the following information: | | | | | | | | | | | |
| Student Name: | |  | | | | | | | I.D. # |  | |
| Email Address: | |  | | | | | | | Phone: |  | |
| Faculty Advisor | |  | | | | | | | Dept. |  | |
| Email Address: | |  | | | | | | | Ext: |  | |
| Semester: | Fall | |  | Winter |  | Summer |  | ASCI Course # | | |  |
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| **Approvals:** |  |  |
|  |  |  |
| Faculty Advisor Signature |  | Date |
|  |  |  |
| BAS Coordinator Signature |  | Date |
|  |  |  |
| Student Signature |  | Date |
|  |  |  |
| **DEADLINE: The Learning Contract and accompanying detailed course outline must both be completed and approved no later than the last day of the add period in the semester in which the independent/directed studies will be undertaken.** | | |

**□** Please check the box if you are comfortable sharing your project information with other students. Your personal information will not be shared, only the project information.

Version: October 31, 2018