**ACHELOR OF ARTS AND SCIENCE PROGRAM**

**COLLEGE OF ARTS**

**INSTRUCTIONS FOR FILLING OUT THE APPLICATION**

**FOR BAS INDEPENDENT STUDY COURSES: ASCI\*3700/4700/4710**

The attached outline must be used: it serves as your course contract. Be sure that you and your student sign the last page and provide an electronic copy to the Program Counsellor, Brittany Lawrence (bas@uoguelph.ca), for the BAS Program Coordinator to review. Once it has been approved, a waiver form will be provided for the student.

The following sections correspond to the application form. Please fill them in as appropriate.

1. **Course Title**: Insert one of the following: ASCI\*3700/4700/4710

2. **Semester Offering**: Insert one of the following: Fall, Winter, or Spring/Summer

3. **Class Schedule and Location**: Specify how often and where the student will meet with the course instructor. A minimum of 7 contact hours with the course instructor is required.

4. **Instructor Information:** Fill out the three parts of this section.

5. **Course Content:**

**Description of this specific course:** Details specific to the individual student project should be presented here. Remember that the course content should be *interdisciplinary* in nature.

6. **Learning Outcomes:** There are four compulsory learning outcomes. The student should provide at **least two** others which are related to the project being undertaken.

Here are a few *examples*:

a. **[Demonstrated ability to evaluate and execute research activities with attention to the integrity of the research process and the quality of the resulting information (e.g., as indicated in the assignment log).]**

*Methodological literacy: The ability to understand, evaluate, and design appropriate methodologies for rigorous psychological science. Mastery: -designs own appropriate methodologies for novel psychological research situations; -tailors methodologies to particular populations and circumstances.*

b. **[In the final reflection assignment, demonstrated ability to relate experience and knowledge acquired while conducting research to broader theories, findings, and practices.]**

*Integrative communication: A mental process that integrates existing psychological knowledge to develop and communicate new knowledge across the curriculum. Mastery: - Uses experience and psychological knowledge and adapts/applies this to solve increasingly difficult problems or explore complex psychological issues in an original way; - Integrates psychological knowledge and communicates this effectively.*

c. **[Demonstrated effective time management for the duration of the project (including but not limited to: meeting established goals with supervisor, meeting deadlines, meeting weekly goals (e.g., as reflected in the weekly log and in the final reflection assignment).]**

*Personal organization/Time management: An ability to manage several tasks at once and prioritize. Mastery: - Demonstrates personal accountability and responsibility.*

7. **Course Assignments and Tests:** Below is a **sample table** indicating how to fill out the table on the form. On the form, replace the Grey areas with your own information. These must be indicated to show clearly the expectations of the student and marks attributed.

| **Assignment or Test****Descriptors** | **Due Date** | **Contribution to Final Mark (%)** | **Learning Outcomes Assessed** |
| --- | --- | --- | --- |
| Execution of research  | **[Every Monday]** | **[35%]** | **[1,5]** |
| Activity log | **[Every Friday]** | **[10%]** | **[1,5]** |
| First draft of written assignment | **[Mid-semester]** | **[10%]** | **[3,5]** |
| Final written assignment  | **[End of semester]** | **[20%]** | **[3,5]** |
| Oral presentation  | **[End of semester]** | **[15%]** | **[2,5]** |
| Final reflection paper | **[End of semester]** | **[10%]** | **[4,5]** |

**8. Explanation of Descriptors**

Short explanations of the Descriptors should be given here. The following are examples of explanations for the sample descriptors in the table above.

A. Execution of Research

* + - **The student will devote a designated amount of time per week toward the execution of the research project (e.g., recruiting participants, running the experiment, coding data, and entering data). Careful attention to the integrity of the research process and quality of the resulting information is essential. During bi-weekly meetings, student progress will be reviewed, focusing on accomplishments and identifying areas for improvement. The student should provide substantive comment about the research process during meetings.**

B. Activity log

* + - **Students will be required to keep a log of all course-related activities. Log entries should record the nature and duration of each activity, as well as important knowledge and skills learned during each activity. Substantive comment about the research process is required.**

C. Written Assignment

* + - First draft: **By the mid-point of the semester, the student will submit a first draft of the research report based on a topic pertaining to their research project. Substantive feedback from the supervisor will enable the development of the final assignment.**
		- Final: **By the end of the semester, the student will produce a final report summarizing the project and incorporating feedback from the first daft.**

D. Oral Presentation

* + - **An oral presentation of the final report will be made to the supervisor and other members of the research group. Substantive feedback will be provided by the supervisor and other members of the audience. The second reader will also be invited. The student should be prepared to address questions and feedback during the presentation.**

E. Final Reflection Paper

* + - **The final reflection paper should be a maximum two double spaced pages. It should reflect how the students’ abilities or perspectives in regard to one (or more) of the learning outcomes has developed as a result of their experience in this course. Students should discuss both their struggles and their successes.**

9. **Course Policies**

**Grading Policies:** Please indicate all course policies regarding in-semester tests and assignment submissions, including time and place for submission of assignments and explicit penalties for late submissions.

Undergraduate Grading Procedures

Please note that these policies are binding unless academic consideration is given to an individual student.

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

The following Default text is included on the form:

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**

The default text regarding University policies is reproduced here.

**11. Additional Course Information**

Complete this section as necessary; include any additional course information as required.

Please add the following message to Courselink, or to your course outline, if you intend to use Turnitin in your course:

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in. As the Undergraduate Calendar states: "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" (p. 31).

In this course, your instructor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Arts.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

**12. Approvals**

Fill these out as required and return the form to the BAS Counsellor.

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