



EGEN 5099 Directed Studies Registration Approval Form

A. Student Information and Course Details: (Please submit the form to EP_GradAdmin@cunet.carleton.ca 30 days before the term start for approval)

Student Name	Student Number	
Student Carleton Email Address	Term: Fall/Winter/Summer	Year

Program	Stream	Supervising Professor(s)
Master of Engineering		

Course Topic

Please attach a course outline that includes course topic and description, objectives, learning outcomes, and timeline; meeting schedule with the student; deliverables and submission deadlines; evaluation and marking scheme; grading rubric(s) (if applicable); Primary references and reading list (if applicable).

B. Agreement on course content and basis of assessment:

Student Name	Signature	Date
Supervising Instructor	Signature	Date

C. Registration Approval:

EP Director	Signature	Date
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Engineering Practice

2010 Minto CASE, 1125 Colonel By Drive, Ottawa, ON, K1S 5B6

ep_gradadmin@carleton.ca

EGEN 5099 Directed Studies: Course Guidelines

Academic Standards

- Students may take only one [0.5] directed studies course for the duration of their program of study.
- The directed studies course cannot be taken for a course topic being offered in the same term by the Engineering Practice program.
- The course topic must be at a graduate level.
- Student workload should be comparable to a 0.5-credit course.

Supervision

- Students are responsible for finding their own course supervisor.
- The directed studies course must be supervised by a full-time faculty member.
- Faculty members are not required to supervise directed studies and may do so as an overload without financial compensation if they choose.

Approval Process

- Students connect with an eligible faculty member to request that they supervisor them in a directed studies course.
- If the faculty members consents, students submit the Directed Studies Request Form to EP_GradAdmin@cunet.carleton.ca at least 30 days before the term begins.
- The prospective directed studies course instructor submits a course outline that includes:
 - Course topic and description, objectives, learning outcomes, and timeline;
 - Meeting schedule with the student;
 - Deliverables and submission deadlines;
 - Evaluation and marking scheme;
 - Grading rubric(s) (if applicable);
 - Primary references and reading list (if applicable)

Evaluation

- The supervising instructor must submit the final grade within eight calendar days of the last day of the term to the EP Manager at EP_Manager@cunet.carleton.ca .

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides written consent. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

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