# **Proposal for IPAF 4900 Research Experience Course**

## Instructions for faculty member proposing the research experience:

1. Please fill out the information about the research experience requested in the form below. The completed form will be posted on the IPAF 4900 web site. When completing the form, please don’t include anything you would not wish to have posted in a public place.
2. Forward the form to your unit’s undergraduate supervisor for approval. For faculty members in units without undergraduate programs, please forward to the Director for approval.

# Instructions for Undergraduate Supervisor/Director:

1. Please review the research experience to make sure that the information provided is clear, and that the research experience provides a meaningful learning opportunity for the student, and is in other respects satisfactory.
2. Once you are satisfied with the proposed research experience course offering, forward this document to [odfpa@carleton.ca](mailto:odfpa@carleton.ca) (the Office of the Dean, Faculty of Public Affairs), indicating that you have reviewed the proposal and approve the research experience.

Submission deadlines for this form are February 15th (for projects to be carried out in the summer term or the fall term), July 15th (for projects in the fall or the winter term) and October 15th (for projects in the winter or the summer term).

## Next steps:

You will be notified once the project is posted on the IPAF web site. Please bring it to the attention of potential candidates.

The application deadlines for students to apply for IPAF 4900 are April 30th (for IPAF 4900 opportunities in the summer or fall term), August 15th (for fall and winter term opportunities) and November 15th (to take IPAF 4900 in the winter or summer term).

Successful applicants are chosen by the undergraduate supervisor, together with the supervising faculty member. When the supervising faculty member is the undergraduate supervisor, the Associate Dean, Academic, will assist in choosing the successful applicant.

## **IPAF 4900: Research Experience Opportunity**

**Project Title: Term:**

**Supervisor: Unit:**

**Description of project:**

**Number of students required:**

**Research duties:**

*Duties, approximate number of hours per week student is expected to contribute to the research project (not more than 65 hours per term), any written work to be completed as part of the research duties (for example, literature review)*.

**Learning and reflection activities:**

*Required learning and reflection activities to be carried out over and above the contribution to the research project, for example, completion of assigned readings, weekly journal*, *end-of-term essay.*

**Learning outcomes:**

*Knowledge and capabilities the research experience will build*.

**Evaluation Criteria:**

*Course component, submission deadline, weight, brief description. At least 50 percent of the course grade should be based on written work*.

**Skills or knowledge required:**

*For example, software or language skills; pre-requisite courses*.

**Any required health and safety training:**

**Other considerations:**

**Application instructions:**

*Participants are selected on the basis of merit and fit with the research project. Please submit a CV, transcript, and cover letter indicating why you are interested in and qualified for this research experience to the undergraduate administrator of the unit listed above. The application deadline is normally April 30th (for IPAF 4900 opportunities in the summer or fall term), August 15th (for fall and winter term opportunities) and November 15th (to take IPAF 4900 in the winter or summer term). Only students with a GPA of 9.5 or higher and at least third year honours standing will be considered.*