**Directed Studies (HLTH 5800) Approval Form**

**Note:** This is not a registration form. Students can register in HLTH 5800 after this form has been completed by the student and faculty member, and approved by the Health Sciences Graduate Advisor or HSTP Coordinator

|  |  |
| --- | --- |
| **Student:** (last name, first name) |  |
| **Student ID** |  |
| **Email** |  |
| **Academic Year** |  |
| **Academic Term** (circle) | Fall | Winter | Summer |

|  |  |  |
| --- | --- | --- |
| **Students can only complete HLTH 5800 once per program**  | Student signature to acknowledge this policy |  |
| **Supervisor\* & Department** |  |
| **Supervisor’s Email** |  |
| **Co-supervisor\*** (if applicable) |  |
| **Co-supervisor’s Email** |  |

**\*Note:** Students requesting approval for a directed studies project with a faculty member *outside* of the Department of Health Sciences must also indicate a Department of Health Sciences faculty member who will serve as co-supervisor.

**Directed studies topic/title:**

**Abstract of proposed project** (< 1 page):

**Basis of Evaluation**:

**Planned Frequency of Meetings** (including deadlines for deliverables):

Expand table if necessary

|  |  |
| --- | --- |
| **Meeting dates & deadlines** | **Deliverables** |
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|  |  |
|  | Last day of course |
|  | Last day to submit grades |

Students should complete this form in consultation with their proposed project supervisor(s).

Once completed, the proposed project supervisor(s) must email the Department of Health Sciences Graduate Administrator (Claire.MacArthur@carleton.ca) and the HSTP Coordinator (Francine.darroch@carleton.ca) to confirm willingness to supervise the named student on the project outlined on this form. It is understood that this includes a commitment on the part of the supervisor to maintain records of evaluation components and to submit the final grade before the deadline (10 days following the last scheduled day of class for the term in which the course is offered). A completed form also indicates a corresponding commitment on the part of the student to submit course deliverables in a timely manner.

The student is required to email the completed form to the Graduate Administrator, who will seek Departmental approval on behalf of the student before the student will be allowed to register for HLTH 5800.