



Carleton
UNIVERSITY

FACULTY OF
Public Affairs
Migration and Diaspora Studies

Graduate Level Directed Reading Course Approval Form

This form is to be used in order for students to be approved to register in MGDS 5901 Directed Readings in Migration and Diaspora Studies.

This form must be submitted prior to the registration deadline.

Please review instructions on next page.

Name of Student: _____ Student Number: _____

Carleton Email: _____ Phone Number: _____

I am requesting permission to register in a Directed Readings course in the following term:

Fall: _____ Winter: _____ Summer: _____

Topic of Directed Readings Course:

Name and Department of Faculty Member supervising Directed Reading:

Please be sure to attach the course outline when submitting.

Instructions:

1) To be approved for a Directed Reading course, the student needs to make arrangements with a **faculty member** who agrees to supervise the directed reading course. The list of MDS faculty associates is a good place to start. You may wish to consult your faculty mentor, your MA thesis/research essay supervisor (if you have one), or the MDS Program Director for ideas of suitable faculty members for particular topics.

2) A **course outline** must be developed in consultation with the directed reading instructor that contains the following elements:

- The topic of the Directed Readings Course
- The name of the instructor
- A brief course description including the content and objectives of the directed readings course.
- Outline of assigned readings
- Assignments (essays, oral presentations, etc) and other academic requirements (i.e. participation) including the percentage weight of assignments in calculating the final grade.
- Preliminary schedule of frequency of meetings (i.e biweekly, monthly — if available, outline may include meeting dates).

3) The student should email this form and the final course outline that has been approved by the instructor to the MDS Program Director, copying the MDS Program Administrator (mds@carleton.ca), and the Directed Reading Instructor. The email will serve as confirmation that all parties involved have read and agreed upon the outline submitted.

4) The student should submit a Registration Error Override Request (REOR) in Carleton Central.

5) Once the Program Director approves the directed reading course, the Program Administrator will grant the student permission to register. The student must complete the registration process once the override is granted before the registration deadline in the respective term.