GUIDELINES FOR DIRECTED STUDIES

Reading and Research Tutorials

A "Directed Studies" Tutorial permits students and faculty to explore areas of academic interest in which formally scheduled courses, to which School students may be admitted, are not offered at Carleton or the University of Ottawa. In some instances, faculty members will indicate their willingness to offer directed studies tutorials to groups of students. In other instances, individual students will seek tutorials on a one-on-one basis.

I Restrictions

a) Directed Studies Tutorial requests will not be granted in areas in which there are regularly scheduled courses, to which School students may gain admission, at Carleton or the University of Ottawa.

b) At the undergraduate level, directed studies in Canadian Studies are available only to upper-year Canadian Studies honours or majors who have a minimum 9.0 average in their Canadian Studies courses.

c) At the graduate level, directed studies tutorials are available only to students in the CS M.A. program who have completed at least one full term of study (or its equivalent). Only one half credit of directed studies tutorials can be used towards completion of the degree.

d) Students are not entitled to directed studies tutorials. If no faculty member is willing to conduct such tutorials in an area or a term, students will be expected to choose regularly scheduled courses. The School will maintain a file of faculty intentions and availability which students may consult on a term-by-term basis.

e) Directed Studies tutorials are not available to Q-year students.

Exceptions to the above restrictions may only be granted by the graduate/undergraduate supervisor in exceptional cases.

II Approvals

a) Canadian Studies students interested in Directed Studies Tutorials in departments other than the School of Canadian Studies must follow the approvals process in place in the department giving the tutorial. They must, however, also file with the School a copy of the approved tutorial form in which the course content is described. Students are encouraged to seek the advise of the graduate/undergraduate supervisor regarding the suitability of the tutorial in a CS program.
b) Students interested in tutorials in the School must complete the approval form including the tutorial supervisor's signature and the graduate/undergraduate supervisor's signature at least two weeks before the last day for changes in registration.

Tutorial content must be interdisciplinary in nature in Canadian Studies tutorials.

III Standards

a) Faculty and students in Canadian Studies tutorials will meet at least every second week for a minimum of one hour (six hours of contact each term as a minimum).

b) In the case of reading courses, a substantial bibliography equivalent to that in a regularly scheduled course will be expected. Similarly, the amount of written work required should be specified and should be equivalent to that required in regularly scheduled School courses at the same level.

c) In the case of research tutorials, the form in which the results of the research will be communicated should be specified and should be equivalent to that required in regularly scheduled School courses at the same level.

d) The method of evaluation must be clearly stated. Evaluation in Directed Studies courses is solely the responsibility of the supervising faculty member. Proposed tutorials which do not meet these guidelines WILL NOT BE APPROVED. Alternate arrangements will only be approved by the graduate/undergraduate supervisors in exceptional circumstances. Requests for such approvals must be made no less than four weeks before the last day for changes in registration in the relevant term.