

Carleton University  
School of Public Policy and Administration  
**Guidelines and Procedures for a Directed Studies**

**A. Overview**

A *Directed Studies* constitutes a 0.5 credit course that allows students to examine an eligible topic under the direction of a faculty member, normally from the School of Public Policy and Administration.

**B. Topic Eligibility**

A topic is eligible if it satisfies *all* of the following criteria:

1. It is not the focus of an existing School of Public Policy and Administration course being offered in the current academic year. For example, the course PADM 5220 Regulation and Public Policy covers many areas and aspects of regulation; a topic that deals in greater depth with a particular aspect or a particular jurisdiction – say, occupational health and safety regulation in Ontario – would be an eligible topic for a Directed Studies, even if PADM 5220 was being concurrently offered.
2. There is a significant body of published academic literature on the topic.
3. A faculty member is available and qualified to oversee a Directed Studies on the topic and agrees in writing to do so.

**C. Evaluation**

A Directed Studies normally involves regular meetings between the faculty member and student, and the submission of a paper of approximately 30 pages in length. Grading may be based entirely on this final paper or may be based on a paper and other requirements (say, a preliminary literature review, written tests, smaller papers). The basis of evaluation – including the weights to be used – must be agreed upon and specified on the attached Directed Studies approval form.

**D. Procedures prior to registration**

1. Students considering a Directed Studies contact the faculty members whom they would like to oversee their work. Recognizing that the academic commitments of faculty members are finite, they should do this well before the beginning of the term, and no later than the first week of term.
2. Following an initial discussion with the faculty member, the student provides a draft written proposal (approximately four pages) that offers a common basis of understanding for the project and includes a work plan with expected completion dates. This draft may be revised in light of the faculty member's comments and suggestions.

3. After accepting the proposal, the faculty member, in consultation with the student, agrees upon, and then specifies on the attached Directed Studies Approval Form the following:
  - a) the topic,
  - b) the basis of evaluation, and
  - c) frequency and duration of meetings.
4. This signed form, along with a preliminary reading list (at least one page) and the final version of the student's proposal, is forwarded to the Graduate Administrator who in turn submits it to the Graduate Supervisor, PhD for approval. Once approval has been granted, a space for the student is reserved under the appropriate course number (either PADM 6901 or 6902). Only then is the student able to register in the course, via Carleton Central.

**E. Finishing and grading**

A Directed Studies must be completed – and the final paper submitted to the faculty member – by no later than the last day of classes for the term. Within two weeks of the last day of classes, the faculty member assigns a letter grade, records it on the attached Directed Studies Grade Form, and submits this form to the Graduate Supervisor, PhD. The Graduate Supervisor, PhD enters the assigned letter grade via the E-Grades System.

Carleton University  
School of Public Policy and Administration  
**Directed Studies Approval Form**

Note: This form is not for registration. Students can register in PADM 6901 or 6902 after this form has been completed by the student and faculty member, and approved by the Graduate Supervisor, PhD.

Student: \_\_\_\_\_ ID: \_\_\_\_\_  
(last name) (given name)

Email: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Academic Term: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Dept: \_\_\_\_\_  
(last name) (given name)

Academic Position: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Member's Statement (attach additional pages if necessary):

Directed Studies Topic: \_\_\_\_\_

Basis of Evaluation (including deadlines): \_\_\_\_\_

Frequency and Duration of Meetings: \_\_\_\_\_

Initial Reading List: Attached

Student's Proposal: Attached

Approved by:

\_\_\_\_\_  
(Student's signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Faculty Member's signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Graduate Supervisor, MPPA signature) Date: \_\_\_\_\_

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**Directed Studies Grade Form**

The Faculty of Graduate and Postdoctoral Affairs requests that letter grades be submitted within two weeks of the last day of classes. Please ensure that Graduate Supervisor, PhD receives this form in time for the School to meet this FGPA deadline.

Student: \_\_\_\_\_ ID: \_\_\_\_\_  
(last name) (given name)

Academic Year: \_\_\_\_\_ Academic Term: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Dept: \_\_\_\_\_  
(last name) (given name)

Academic Position: \_\_\_\_\_ Email: \_\_\_\_\_

This Directed Studies is complete and has been assigned a letter grade of: \_\_\_\_\_.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty Member's signature)