

## **Guidelines for Directed Studies Undergraduate Courses in FCCS**

### **PRINCIPLES**

1. All undergraduate courses, whether they be regularly scheduled, Special Topics, or Directed Studies, must be approved by the specific program offering that course designation. Approval must also be obtained by the department Head who considers the resource implications.
2. Undergraduate students are encouraged to enroll in regularly scheduled courses whenever possible; however, it is understood that some students may wish to participate in Directed Studies courses to pursue their research interests and that faculty may generously wish to support this type of learning outside of their regular teaching assignments.
3. Directed Studies course shells must be approved by Senate. Programs have oversight over whether the content of Directed Studies courses fits within the course designation.

### **DIRECTED STUDIES COURSES PROCESS:**

1. Undergraduate students who would like to study in an area not offered as a regular course offering can take a Directed Studies course with a particular faculty member. Normally, a maximum of two students can take a specific Directed Studies. When considering Directed Studies courses, it is customary to have the student participate in, and even initiate, the course development process by researching potential reading lists.
2. The course outline and compelling rationale for offering the course are submitted to the program coordinators, who consult with their program committees for approval. The program's criteria are as follows:
  - a. Suitability of the course content for the program area.
  - b. Pedagogic mode of delivery and expectations for assignment are consistent with 1) the program, and 2) with 4<sup>th</sup> year course offerings.
3. If the proposal is successful, the program coordinator then moves the application to the Head who can either agree to schedule the course or not (if it is determined that departmental resources are not best used in this manner).

### **DEADLINES FOR SUBMISSION FOR SPECIAL TOPICS AND DIRECTED STUDIES COURSES TO THE DEPARTMENT HEAD:**

- Courses for September – December (Winter term 1) must be submitted by **August 1**
- Courses for January – April (Winter term 2) must be submitted by **November 1**
- Courses for May – August (Summer) must be submitted by **March 1**