**Directed Studies l**

**BUSI 4904 (1.0 cr.)**

Students enrolled in these courses will undertake a research project. Both a typed final report as well as an open (oral) presentation will be evaluated in determining the course grade. The course (project) is to be completed and evaluated within the normal academic term (including examination period).

Steps

1. Student develops a preliminary project proposal (write-up 2-3 pages) and makes contact with a potential faculty supervisor.
2. Given the agreement of the faculty member to supervise the project, the student prepares a typed Directed Studies project proposal including references (3-4 pages). At this stage the faculty supervisor and the student will seek out another faculty member to act as secondary supervisor. (Note: the role of the secondary supervisor is to participate in the evaluation process.) An understanding of the evaluation process should be clear between the faculty members and the student.
3. A copy of the Directed Studies project proposal attached to the completed and signed “Directed Studies - BUSI 4904 Agreement form must be sent to the Sprott Undergraduate Student Services Office to hannakraus@cunet.carleton.ca
4. Associate Dean to evaluate signed proposal.
5. Once signed agreement is approved by the Associate Dean, the student can proceed to register in BUSI 4904 by override request.

**THESE PROCEDURES MUST BE COMPLETED BY THE LAST DAY OF REGISTRATION**

Please Note: Registration in the full-year course BUSI 4904 is reserved for the exceptional circumstance that the student had both strong prior research/project experience as well as the extensive support of faculty supervisors.

**Directed Studies - Supervisor’s Agreement Form**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course No: BUSI 4904 (1.0) □ in Fall □ Winter □ Summer □

Description of course content:

Student’s Weekly Responsibilities:

Description of Grading Arrangements:

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean, Undergraduate Studies

Note: once signed by the Associate Dean, the Undergraduate Administrator will contact the student and process registration.