Faculty of Environment Directed Studies Course Description

Intention

The intent of Faculty of Environment Directed Studies courses is to allow a student or a small group of students to pursue supervised upper division intensive study in an area of environment that is not already covered by an existing course. Directed studies courses offered through the Faculty of Environment include ENV 391 and ENV 491 offered as a variable unit course of 1 to 8 units.

Students may take each Directed Studies course only once and the total number of units earned from each course may not exceed 8 units. Students should take ENV 391 before taking ENV 491. Students must consult with and get approval from their departmental advisor before registering in order to make sure course units can be used for graduation.

Requirements

Applicants must have:

• completed 60 units
• earned a minimum GPA of 3.00 in their two most recent terms
• a completed FENV Directed Studies Course Proposal Form (attached)
• a Directed Study Proposal approved by a supervisor/faculty member
• academic advisor’s approval to use course units towards major/minor
• Faculty of Environment approval
• completed all regular courses that cover the relevant background material

Directed Studies courses may not duplicate material covered in other courses.

Procedures

The initiative for implementing a directed study course comes from the student. The student identifies a supervisor/faculty member who has expertise in the area of the proposed study. A database of SFU researchers is available online at http://www.sfu.ca/vpresearch/find+researcher.html. It is the faculty member's prerogative to refuse any request.

Students and faculty are advised to make their arrangements for the course well in advance. The student submits an initial proposal to the faculty member and then discusses the proposal to confirm the academic quality of the Directed Study, as well as to ensure the proposed study does not duplicate the content of a calendar course.

The student and the supervisor/faculty member together draft the final proposal (see below), which must have student’s and faculty supervisor's signatures. Upon signing, the student acknowledges that he/she will be responsible for the completion of all assigned work, will maintain contact with the
instructor, will meet deadlines, and will fulfill other related academic responsibilities for the successful completion of this course.

The student submits the form and required attachments to his/her academic advisor for approval at least two weeks prior to the first day of classes. The proposal and attachments must then be forwarded to the Faculty of Environment for approval and registration in the course (either by the student or their academic advisor), and may be submitted to the Faculty office in TASC2 8800 or by email to fenv-info@sfu.ca. Students may not register themselves for a Directed Studies course.

Students will be added into the course only when the form is complete and all signatures obtained. Notification of approval/denial will be forwarded to the student from the Faculty of Environment.

The supervisor/faculty member is responsible for submitting a final grade for the course on the regular due date for courses without a scheduled exam. The Faculty of Environment Associate Dean will then approve the grade(s).

Faculty Obligations

Although students may become involved in data collection, coding, and data analyses of faculty members' research in the context of Directed Studies and Research courses, faculty must ensure that the courses are devoted to advancing students' knowledge. Students must not be used as unpaid research assistants.

Course Requirements

The student must perform a sufficient amount of work to justify the units in the course, which is normally a minimum of three hours per week for each unit. The student is also expected to meet with the instructor on a regular basis (i.e., weekly or biweekly meetings). In addition to other deliverables that may be outlined in the proposal, the student is required to submit a substantial written report on material covered in the course (i.e., essay, literature review, annotated bibliography, research report). This will be forwarded to the supervisor/faculty member and Faculty of Environment.

Steps to Completion

1. Fill out Directed Studies Course Proposal Form
2. Attach your written Directed Studies Proposal
3. Obtain appropriate signatures
4. Submit package to your academic advisor for approval
5. Forward package to Faculty of Environment in TASC2 8800 or submit by email to fenv-info@sfu.ca.
Faculty of Environment Directed Studies Course Proposal Form

Student Name: _____________________________  Date: _____________________________

Student Number: ___________________________  Email: ____________________________

Telephone: ________________________________

Student’s Faculty & Major: ________________________________________________________

Proposed Directed Studies Supervisor: _____________________________________________

Supervisor must be an SFU faculty member. Sessional instructors and adjunct faculty members are not permitted to supervise directed studies courses.

Supervisor Email: ____________________________  Supervisor Telephone: _______________

Course number: ENV 391  ENV 491  Course unit value (between 1 - 8): ___________

Total units completed prior to directed study: _____

GPA for previous 2 terms: _____  _____  Intended term of directed study: _____________

Proposed completion (if not last day of term): ___________

List all previous Directed Studies courses taken (include course code/number, year/term and supervisor):

Attach the required Directed Studies Proposal that must include:

• Title of the topic
• Description of the course, including main texts proposed for study
• List of preparatory courses for the Directed Study
• Statement of how the course will be conducted, including mode, frequency and duration of meetings between the student and supervisor
• Statement of how the student's performance will be assessed for grading purposes, including deliverables and deadlines
• Statement justifying the need for the particular course rather than one of the regular courses offered by the university

• IMPORTANT NOTE: If this proposal involves research with human subjects, including field work or seeking of primary data from community members, your draft SFU Ethics Committee forms must be completed and attached to this proposal: See http://www.sfu.ca/vpresearch/ethics/ for further information and forms
Attach a current SFU advising transcript

Student

STUDENT NAME (print): ___________________________________________________________
Signature: ______________________________________ Date: _______________

Supervisor

SUPERVISOR NAME & DEPT./SCHOOL/PROGRAM (print): ____________________________
Signature: ______________________________________ Date: _______________

Academic Advisor

ACADEMIC ADVISOR NAME (print): _______________________________________________
Signature: ______________________________________ Date: ___________

Faculty of Environment Approval

FACULTY REPRESENTATIVE NAME (print): ________________________________________
Signature: ______________________________________ Date: ______________