

Department of Agricultural, Food and Nutritional Science

INDIVIDUAL STUDY FORM

Individual studies should not be routinely used to upgrade undergraduate courses to the graduate level. Where this occurs on a regular basis, instructors should dual list the course at the graduate level, with clear documentation in the course outline on the amount of incremental course work to be done.

NOTE: Any recommendation for use of AFNS 500 – Individual Study, AFNS 602 – Graduate Reading Project, AFNS 603 – Graduate Research Project, AFNS 900 – Directed Research Project (course-based Masters) must have final approval from the AFNS Associate Chair, Graduate Programs.

Effective for MSc thesis-based and PhD students admitted Winter 2019 onwards, students are only permitted to register for one 3-credit individual study course. Permission to take additional credits as an individual study course requires approval by the AFNS Associate Chair, Graduate Programs.

** Extra fees are applied to thesis-based programs for courses taken in Spring/Summer terms.

Student Information

Student name _____
Id number _____
Email _____

Thesis project title
and brief description _____

Course Information

Course abbreviation _____

Term Circle One: Fall Winter Spring** Summer**

Course title
(55 characters maximum) _____

Description

Objectives

Instructor contact hours⁽¹⁾ _____

 Requirements⁽²⁾ _____

 Grading⁽³⁾/deadline dates⁽⁴⁾ _____

- I confirm that this project is NOT related to my thesis research project (GFC 30.3.2(2)d)
- I have read section (4) below and confirm the project will be completed within the time limit outlined.

Signatures

Student signature	_____	Date	_____
Course instructor (please print) ⁽⁵⁾	_____	Date	_____
Course instructor signature	_____	Date	_____
Supervisor signature	_____	Date	_____
AFNS GPC faculty member signature	_____	Date	_____

Instructions for completing this form

Well-designed independent studies include significant contact hours between instructor and student, clear outcomes and objectives for the course, and a well-balanced grading scheme.

- ⁽¹⁾**Instructor Contact Hours:** E.g. 3 hours per week for 13 weeks = 39 contact hours.
- ⁽²⁾**Requirements:** E.g. lab/field work vs. reading/literature review; technical vs. synthesis paper; report size; individual discussion vs. seminar presentation.
- ⁽³⁾**Grading:** Indicate % of the final mark that is allocated for discussion, draft report, final report, presentations, etc.
- ⁽⁴⁾**Deadline Dates:** Deadlines should be established for each area required for the course. A final course grade must be submitted during the final examination period. If a grade is not submitted by the instructor, the administrative personnel will assign a grade of “incomplete” (IN). Under those circumstances, **it is the instructor’s responsibility to submit a final grade to the department within 10 days of the end of the final examination period for the term in which the student was registered in the course** (as per the Calendar). If this timeline cannot be met due to extenuating circumstances, you must request an extension, providing due explanation as to why an extension should be granted, to the Associate Dean, Graduate Programs. Extensions may be approved **up to a maximum of four months after the end of the term**. If a final grade has not been submitted from the instructor by the end of the extension period, a grade of “no credit” (NC) or F1 will be assigned.
- ⁽⁵⁾**Course Instructor:** The course instructor for AFNS 602 and 603 should be different from the supervisor. If the supervisor is also the instructor, a second faculty member should be listed to evaluate the project and submit the grade.