

**Policy on Undergraduate Directed Studies in the Department of Cellular and
Physiological Sciences**
(CAPS 448)

A student must be sponsored by a faculty member prior to enrollment.

A second faculty member in the Dept. of CPS, whose role is both to ensure that the intent of the Directed Studies process is maintained and to act as an independent (arm's length) examiner of the quality of the student's effort and report, both the written and oral components, must be identified at the time of submission.

An abstract must be submitted by the sponsor to the Chair of the Teaching Committee (or a designate) which includes the following information:

- the background and goals of the student.
- summary of the project.
- description of the means of assessment.

Assessments must consist, with rare exceptions, of a written and an oral component.

The preferred format of the 'written' component is as a scientific paper, which will act as a permanent record of the student's contribution.

The format of the 'oral' component is flexible, but must be attended both by the sponsor and the independent examiner. The format could, for example, be a 20-30 minute presentation followed by an oral exam. Alternatively, in the case of a laboratory-based directed study, it could be a presentation of the project at a lab meeting followed by a question period.

Given the diverse nature of Directed Studies, the assessment of a final grade can be varied, by mutual agreement between the sponsor and the independent examiner, to suit the circumstances. For example, the marks for a laboratory project might be apportioned as follows:

Work and effort (25%)

Initiative, independence, problem-solving skill and understanding (25%)

Written Report and Oral Examination (50%); factors to consider here could include, but need not be limited to, the clarity of the framing of the question being addressed, the review and understanding of the background literature, the clarity of the written and oral presentation of results, the written discussion of the results as well as the oral defense of their interpretation.

A commitment of □120 h is expected for a 3 credit/one-term project and 240 h for a 6 credit/two-term project. The former corresponds to approximately one full day per week either in the laboratory or, in the case of a library-based project, one full day in the library.

A student may take no more than 6 credits of Directed Studies during the course of his/her program (CAPS & PHYL 449 credits do not count as Directed Studies credits)

CAPS 448 Directed Studies Registration Form

Name: _____ Date: _____

Student #: _____ E-mail: _____

Credits _____ Term _____

Laboratory-based _____ Library-based _____

Project Abstract (include student background, project description, means of assessment)

Supervisor Approval

Name: _____

Phone: _____

Signature: _____

E-Mail: _____

Arm's Length Examiner (2nd Faculty Member)

Name: _____

Phone: _____

Signature: _____

E-Mail: _____