

# Department of Earth and Environmental Sciences

ERTH 4510.03 (Fall); ERTH 4511.03 (Winter); ENVS 3801 (Fall or Winter)

## Directed Readings Courses - undergraduate

Coordinated by the Undergraduate Advisors and approved by the Chair of Earth and Environmental Sciences.

ERTH Undergraduate Advisor: Lexie Arnott: [alexandra.arnott@dal.ca](mailto:alexandra.arnott@dal.ca); LSC 3606

ENVS Undergraduate Co-Advisors: Sue Gass: [Susan.Gass@Dal.Ca](mailto:Susan.Gass@Dal.Ca); 494-4930; LSC 809 and Amy Mui: [amy.mui@dal.ca](mailto:amy.mui@dal.ca); 494-4197; LSC813

The Directed Readings courses in Earth and Environmental Sciences provide an opportunity for students to pursue independent studies on topics of interest where these are not otherwise offered in the curriculum. The student (or a group of students) must identify a professor or professors to supervise the course. Typically, those will be professors who conduct research in an area related to the topic. A professor may or may not agree to supervise such a course.

**Common Formats** of the course; (i) directed reading and writing of a review paper, (ii) a research project, comparable to that involved in honours research, (iii) a group of students might get together and organize a course, asking one or more professors to participate, and (iv) other formats may be considered.

The student should have a particular topic in mind, and have done some initial exploration of the subject. The student should draw up a draft proposal to present to a prospective supervisor. That proposal should identify the topic, the material to be covered, and with some input from the supervisor provide a detailed description of how the student will be evaluated, including deliverables (eg., assignments, papers, exams) and deadlines for submission of course deliverables. At least one deadline should be met by mid-term. The supervisor may suggest some changes, and the student revises the proposal. The finalized proposal and the completed registration form (signed by both the supervisor and the student) are then submitted to the Undergraduate Advisor. The proposal is then reviewed and sent to the Chair of the Department with recommendation for approval, modification or rejection.

## Regulations

- Student(s) should be in the 3<sup>rd</sup> or 4<sup>th</sup> year of study. ERTH students must have a minimum of 12 full credits (72 Credit Hours) including at least 7 full credits (42 credit hours) in ERTH courses. ENVS students must have taken ENVS 1000X/Y.06 or ENVS 2001.03 or (ENVS 1100.03 and ENVS 1200.03).
- The supervisor for a Directed Readings course is usually a faculty member at Dalhousie University or holds adjunct status with the Department of Earth and Environmental Sciences. For the case in which the supervisor is located off-campus, the student must find a Dalhousie faculty member willing to co-supervise their Directed Readings course prior to submitting their course proposal.
- A student can receive credit for one of ERTH4510 (fall) or ERTH4511 (winter term), but not both.
- Material prepared for a Directed Readings course cannot be used in an Honours thesis.

- Material covered or prepared for a Directed Readings course cannot be derived from paid work performed as a routine expectation of employment.
- The content of the course should not overlap significantly with that of a regular course that is offered in the current academic year.

### **Application Deadline:**

The proposal and registration form signed and dated by both the student and the supervising Professor must be received by the Undergraduate Advisor ***not later than one week before the start of classes*** for the term in which the Directed Readings course is to begin. The student is responsible for ensuring that these materials reach the Undergraduate Advisor by the appropriate deadline. Once the proposal is approved, the advisor will set up through the Banner system, permission to register in the course and notify the student that he or she may now register in the course.

### **Final Letter Grade Deadline:**

The **Final Letter Grade** for the student must be submitted *by the supervisor* to the Undergraduate Advisor ***no later than two weeks after the end of classes*** for the term in which the student is enrolled. An Incomplete Grade (INC) will be assigned to students for whom no grade is received by the deadline specified in the Academic Regulations. "Students are expected to complete course work by the prescribed deadlines. Only in special circumstances (e.g., the death of a close relative) may an instructor extend such deadlines." (University Academic Regulation 16.4 of the Undergraduate Calendar.)

### **Registration:**

Registration in an EARTH or ENVS Directed Readings course can only be approved by the Undergraduate Advisor (or another designated by the Department Chair). These are the only individuals who can sign a student into a Directed Readings course.

# REGISTRATION FORM

for Directed Readings Courses in the Department of Earth and Environmental Sciences

## Registration:

Along with this registration form, please submit a separate document with the following;

- Topic title.
- Proposal/Outline of the project. This should be about one to two pages, similar to an Honours thesis proposal.
- A statement of how the student(s) and professor(s) will interact, (e.g. one or two hour meetings held biweekly).
- Detailed description of how the student(s) will be evaluated including deadlines for submission of course assignments. At least one deadline (and assessment) should be met by mid-term.

## For the Student:

*I have read the information and regulations for Directed Readings courses on the previous pages. I agree to abide by the regulations for Directed Readings courses including the requirement that I must submit a summary of the work to the Undergraduate Advisor before the end of classes and that my work will be assessed not later than two weeks after cessation of classes. I understand that failure to follow the regulations will result in an INC grade being issued for Directed Readings courses, and that such grades are assigned a grade point value of 0.0.*

Student Name and Banner Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's email address: \_\_\_\_\_

## For the Supervisor:

*I have read the information and regulations for Directed Readings courses on the previous pages. I agree to submit a final grade to the Undergraduate Advisor not later than two weeks after the end of classes.*

Please register the student in:

Semester:     Fall (ERTH 4510)     Winter (ERTH 4511)     Fall or Winter (ENVS 3801)

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

University: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Earth and Environmental Sciences Signature (Undergraduate Advisor or Department Chair):

\_\_\_\_\_ Date: \_\_\_\_\_