

OCEA 4301.03

Special Topics in Ocean Science

Course Description

This course provides upper level undergraduate students with the opportunity to study an area of Ocean Science that is not offered through the existing curriculum. Students consult with a faculty member to arrange the topic of study and together develop course proposal. The course proposal must be approved by the course coordinator before the student is permitted to register.

Special Topics Details

Special Topics courses are distinct from regularly offered courses. They can be of two formats:

- 1) an independent study of a topic not covered in the regular curriculum
- 2) a course organized by an instructor (or a team of instructors) and (usually) only offered once.

Instructors are regular faculty members in the Department of Oceanography and serve as supervisors of the Special Topics course. If a faculty member cannot be identified to supervise a Special Topic of interest to individual students(s), the course cannot proceed. A maximum of 3 credit hours can be taken as a Special Topics course. The Special Topics course cannot replace one of the required core OCEA courses. The course coordinator is the Chair of the Curriculum Committee or designate.

Regulations for Admission

Students should normally be in their 4th year of study.

Students should have a minimum of 90 credit hours completed. Prerequisites are OCEA 2001.03, OCEA 2002.03, OCEA 2020.03, OCEA 2021.03, and at least two 3000-level OCEA course. An average grade of 'B' (GPA 3) must be attained in these OCEA courses.

The content of the course cannot overlap significantly with that of a regular course that is offered in the current academic year.

Material produced during a Special Topics course cannot fulfill the requirements for an Honours thesis.

Material produced in other classes or during Co-op work terms cannot be included in the Special Topics course.

Material prepared for a Special Topics course cannot be derived from work performed as a routine expectation of employment, Co-op work terms, or paid summer student internships.

In case of format (1) above, the student prepares a course proposal and first submits it to the supervisor for initial approval. The student then submits the proposal and other required documents (see below) to the course coordinator no later than 3 days after the start of the term in which the student wishes to register. The course proposal is reviewed by the course coordinator and the Curriculum Committee and approved, approved with modification, or rejected. Students can only register once the course proposal has been approved. The student is responsible for ensuring that all required materials reach the course coordinator by the appropriate deadline.

In case of format (2) above, the faculty member(s) prepares a course syllabus and evaluation criteria, as per current Faculty of Science guidelines, and seeks approval by the course coordinator and Curriculum Committee no later than 3 days after the start of the term in which the course is to be offered.

Regulations for Completion

In case of format (1) above, the student submits all required materials (as per approved course proposal) to the supervisor for evaluation. In addition, the student prepares a summary of activities (one page) for the course coordinator. All materials need to be submitted no later than 1 week after the end of classes for the term in which the student is enrolled. The course coordinator may request the additional material from the supervisor.

The supervisor submits a final letter grade for the student and the details of the assessment to the course coordinator no later than 3 weeks after the end of classes for the term in which the student is enrolled.

The course coordinator will submit the final grade to the Banner system.

In case of format (2) above, the supervisor submits final letter grades and the details of assessment to the course coordinator no later than 3 weeks after the end of classes for the term in which the course was offered. Submission of final grades to the Banner system is carried out by the supervisor, after approval by the course coordinator and Curriculum Committee.

An Incomplete Grade (INC) will be assigned to students for whom no grade is received by the deadline specified above.

For Students: How to apply

The student, with approval from the supervisor, must submit the following separate documents to the course coordinator no later than 3 days after the start of the term in which the student wishes to register.

1. Completed registration form signed by both the student and the supervisor (see last page of this syllabus).
2. A proposal (1-2 pages), written by the student (in case 1 above) which includes the (i) title of topic of study (ii) background information about the subject including in-text citations and end references (iii) learning goals(s), and why this topic is significant.
3. Details of Assessment, written by the supervisor, including a detailed description of how the student(s) will be evaluated, deadlines for submission of course assignments and the value for each

part being assessed. At least one deadline should be met by mid-term. Information on how the student and professor will interact, (e.g. one or two-hour meetings held biweekly) is clearly stated.

Conversion of numerical grades to Final Letter Grades follows the Dalhousie Common Grade Scale.

**OCEA 4301.03
Special Topics in Ocean Science
Registration Form**

For the student:

- I have read the information and regulations for the Special Topics course.
- I agree to abide by the regulations for Special Topics course, including the requirement that I submit (a) all materials to my supervisor on time and (b) a summary of activities (one page) to the course coordinator no later than 1 week after the end of classes.
- I understand that failure to follow the regulations will result in an INC grade being awarded for the Special Topics course, and that such grades are assigned a grade point value of 0.0.

I plan to do an Honours thesis yes no
If yes, please indicate Honours supervisor and topic (if known):

Student Name and Banner Number: _____

Student's Signature: _____ Date: _____

Student's e-mail address: _____

For the Supervisor:

- I have read the information and regulations for Special Topics course.
- I agree to submit the details of the assessments and a final letter grade to the course coordinator no later than 3 weeks after the end of classes.

Please register the student in:

- OCEA 4301.03 Special Topics

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

e-mail address: _____

Oceanography course coordinator

Name: _____ Date: _____

Signature: _____