

# Course Guidelines

## Special Topics in Ocean Science

### Department of Oceanography

#### OCEA 4301.03

#### Course Description

This course provides upper-level undergraduate students with the opportunity to study an aspect of ocean science that is not offered through the existing curriculum. Typically, students consult with a faculty member to arrange the topic of study and develop a course proposal together. The course proposal must be approved by the course coordinator before students can register.

Special Topics courses are custom made courses and distinct from regularly offered courses. The Special Topics course is an umbrella under which many different courses covering different topics are offered and sometimes multiple versions are offered during the same term. All versions of Special Topics courses *must address topics not covered in the regular curriculum* and require more independent study than regular courses.

- Instructors are regular faculty members in the Department of Oceanography and *volunteer* to mentor students in the Special Topics course.
- The course coordinator is the Chair of the Department of Oceanography's Curriculum Committee or designate.
- Course proposals must be sent to the course coordinator *no later than 3 days after the start of the term* in which the course will be offered.
- A proposed course cannot proceed without a faculty member to serve as instructor.
- Students must submit a Registration Form to the course coordinator before the add/drop date for the term.
- 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.

#### Prerequisites

- OCEA 2001.03 & 2002.03 – The Blue Planet I & II
- OCEA 2020.03 & OCEA 2021.03 – Tools & Concepts in Ocean Sciences I & II
- At least two 3000-level OCEA courses
- An average grade of 'B' (GPA 3.0) in all OCEA courses
- All of the above OR permission of instructor

#### Exclusions

- E3 – must have 90 credit hours completed

## Guidelines for Proposals

To propose a course, submit a complete course syllabus to the course coordinator with a short statement explaining the motivation for the course offering. A course syllabus should describe the following course elements:

- Course details
- Course format
- Course materials
- All assessments and weights
- Learning objectives
- Schedule of content
- Course policies, including for late or missed assessments

Students submitting proposals must already have identified a faculty member to teach the course, and they should submit a Registration Form at the same time.

Faculty submitting proposals should notify interested students to submit Registration Forms to the course coordinator after the course has been approved. Note, this is NOT intended to be a vehicle to regularly deliver a course.

### *Content Considerations*

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

### *Considerations for students with Honours or Co-op*

- Students must produce new, original work for any course assessments.
- Material produced during an Honours cannot be used to fulfill the requirements of an assessment in the Special Topics course (and vice versa).
- Material produced during Co-op work terms, as a routine expectation of employment, or for paid summer student internships cannot be used to fulfill the requirements of an assessment in the Special Topics course.

## Regulations for Completion

All course assessment is done by the course instructor. Instructors submit final course grades to the course coordinator by the grade submission deadline for the term. The course coordinator submits final course grades online. An Incomplete Grade (INC) will be assigned to students for whom no grade is received by the grade submission deadline.