

## **BACHELOR OF MANAGEMENT READING COURSE GUIDELINES**

### **General Guidelines**

Reading courses are intended to add flexibility to the program by providing students with an opportunity to develop a specific interest in the management field by:

- studying an aspect of a topic in greater detail than is possible within an existing course,
- studying an area not currently covered by the curriculum, or
- conducting a research study or special project.

Normally a course regularly offered within the University cannot be taken as a reading course; however, if a regularly scheduled course is not offered during a student's program, it may be offered as a reading course at the discretion of the Director. Reading courses are intended to supplement, not duplicate, the existing curriculum.

Reading courses are available only to students enrolled in the B.Mgmt. program who have a grade point average of 3.0 or higher.

Students may take a maximum of two reading courses during their B.Mgmt. degree.

### **Proposal**

A course proposal must be prepared in advance by the student and submitted to the supervising professor for approval.

Proposals must be submitted no later than one month before the start of class in any term (August 1 for fall term classes, December 1 for winter term classes, and April 1 for spring/summer term classes). Proposals must be approved by the supervisor and by either a faculty member of the Program Committee or the Director. The student will be notified in writing of the approval or rejection of the proposed reading course within two weeks of submitting a proposal.

### **Proposals must include:**

- Title
- Introduction
- Purpose/Objectives
- Relevance to the general field of management studies
- Selected reading list

- Methodology
- Time-line for activities in the course
- Method of evaluation

Students must also submit a copy of their transcripts with their proposal.

### **Supervisor**

A reading course may be taken under the supervision of faculty members holding full-time appointments at Dalhousie University.

Students may consult directly with any full-time faculty member within the Faculty of Management about the potential of taking a reading course.

If the potential supervisor is external to the Faculty of Management, the student must consult with the Director before any discussions with the supervisor take place.