

Policy and procedure

REGISTRATION REQUIREMENTS FOR NSG 6999 – DIRECTED STUDY (3 credits)

In effect as of 2011

Policy

Students wishing to register for the NSG 6999 course must submit a request to the Graduate Programs Committee of the School of Nursing. To be considered, the request must include a letter of justification, a course plan that meets the criteria set out below, and a duly completed and signed agreement form. The Graduate Programs Committee approves the course only if no other university course can meet the learning objectives and requirements of the student. Papers directly linked to the thesis or the intervention design are inadmissible.

Procedure

For approval of the Graduate Programs Committee, students must submit the three following documents to the Assistant Director, Graduate Programs:

1. Letter of justification

In the letter, students must: 1) list the reasons that warrant a directed study course, and 2) describe the steps they took and the results they obtained in confirming that no other university course can meet their learning objectives or requirements.

2. Course plan

After identifying a professor who is a member of the Faculty of Graduate and Postdoctoral Studies (FGPS) and both able and willing to conduct the directed study course, the student jointly with the professor must design a course plan that includes the following:

- 2.1. The course **title**, which must clearly reflect the content.
- 2.2. The professor's name and contact information.
- 2.3. The consultation schedule.
- 2.4. A course description following the format used for the School's graduate programs.
- 2.5. The number of credits.
- 2.6. A list of specific, measurable objectives in keeping with the course description and with the taxonomic requirements of graduate level studies.
- 2.7. A summary of the course content.
- 2.8. The instructional strategies to be used
- 2.9. The evaluation and grading scheme, including a **description of assignments, grade distributions, deadlines, requirements and evaluation criteria.**
- 2.10. A list of required readings.

3. Agreement form

The «Agreement form for course NSG 6999 », duly signed and completed by the student, the thesis supervisor (or the academic advisor) and the professor overseeing the course must accompany the request for NSG 6999.

4 Administrative procedure

- 4.1 The Assistant Director, Graduate Programs receives the student's request. Incomplete applications are returned to the student.
- 4.2 The Assistant Director submits the three required documents to the School's Graduate Programs Committee, and the decision to accept or reject the application follows.
- 4.3 The Assistant Director, Graduate Programs informs the student of the decision.
- 4.4 If the application is accepted, the Assistant Director, Graduate Programs signs the agreement form, which then goes to the Graduate Studies Office.
- 4.5 The agreement form is added to the student's file, at which time the student can officially register for the course.