

## Guidelines for OISE Individual Reading and Research (IR&R) Courses

### Intent & Expectations

Individual Reading and Research Courses are intended to allow students to pursue topics of particular interest which are not presented in regularly scheduled courses. The intent is to allow concentrated, integrated study on a topic or problem that is specifically relevant to a student's approved program. This form sets forth the details of an academic contract between the instructor and the student. It spells out the responsibility of each and makes explicit their mutual expectations. Careful attention to the development of the shared expectations will help make sure that the administrative requirements are taken care of swiftly and attention can be focused on the reading or research. The guidelines will hopefully help reduce the time required in the review process.

### Important Notes & Deadlines

You are not enrolled in an IR&R course until the required form is submitted with all the necessary signatures to the Registrar's Office, Graduate Studies Unit by the appropriate deadline (see page 2).

The maximum number of Individual Reading and Research courses permitted within a student's program is as follows:

Number of half courses in a program	Maximum number of IRR Courses
6 - 7	2
8 - 11	3
12 and up	4

A bibliography must be attached to this form before submission for approval.

### Course Title

Two course titles must be submitted as follows:

**Expanded Title** – A clear, relatively short title which indicates the nature of the reading and/or research, and will be understandable by the non-specialists who must review the proposal. It is important that the title not duplicate any existing course in the OISE Bulletin.

**Shortened Title** – A shortened version of the title which must not exceed 30 characters (including spaces). This title will be entered on ROSI and will appear on various official records, including transcripts.

### Description of the course

In this section an outline of the reading and/or research should be presented. This description should not simply repeat the title, but should describe the scope and purpose of the reading and/or research. A bibliography should be attached to the form to describe the course content in sufficient detail. If the relationship between the topic and the field of education is not obvious, a description of the relationship should be included. Care should be taken that the topic, as described, is roughly equivalent in scope to the work required in a half-course.

### Frequency and Length of Meetings

While it is anticipated that there will be a variety of different meeting arrangements, it is expected that the minimum number of contact hours will be approximately 1 hour per week per half-course in either the Fall or Winter sessions and 2 ½ hours per week per half-course in the Summer session.

### Coursework Required and Grading Scheme

In this section, outline the work required for the course (reading, discussions, number of papers, etc.) and the weight that will be assigned to each portion of the course assignments. (For example, if the coursework includes two papers, the weighting may be 25% for a minor paper and 75% for a major paper or equal weighting for each paper).

### Detailed rationale for taking this course

The rationale in this section allows the student's advisor to carefully review the place of this course in the student's program. This information may also help departments regarding future course planning. Remember, one of the important criteria is that the proposed topic is unavailable as a regularly scheduled course. The rationale for that assertion must be presented.



# Individual Reading and Research Course Form

Return the completed form to the Registrar's Office, Graduate Studies Unit, by the appropriate deadline:

- September 5 – for Fall session and full year courses
- December 15 – for Winter session courses
- April 15 – for Summer session, 1<sup>st</sup> term courses
- June 15 – for Summer session, 2<sup>nd</sup> term courses

Sections 1, 2, and 3 of this form are to be completed by both the student and instructor.

## Section 1: Student Information

Name:		Student Number:	
Degree:	Home Department:		
Telephone Number:	U of T Email:		

## Section 2: Course Information

Course Number:	Year:	Session:
Course Weight:	Graduate Dept. Where Course Offered:	
Expanded Course Title:		
Shortened Course Title (max. 30 characters):		
Course Description:		
Instructor Name:	Bibliography Attached: Yes      No	

## Section 3: Information Required In Support of Request

Work Required for Course	Weight in Total Grade	Date Due
Frequency of Meetings: eg. Weekly	Length of Each Meeting:	
Rationale for Requesting Reading and Research Course:		
List any Reading and/or Research course(s) previously taken in the same degree program:		
Student's Signature:	Date:	
Instructor's Signature:	Department:	Date:

## Section 4: Chair/Director/Graduate Coordinator Approval

<b>I approve this Reading and/or Research Course.</b>		
Signature of student's Home Chair/Coordinator:	Department:	Date:
Graduate Chair of department offering course (Fill if different from above):	Department:	Date:
<b>(For Office Use Only)</b> Course added to ROSI by: (Graduate Administrator's Initials)		Date course added on ROSI: