

GUIDELINES FOR OISE INDIVIDUAL READING AND RESEARCH COURSES

The 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. The Individual Reading and Research Course form is available in Departments and in the Registrar's Office, Graduate Studies Unit. The 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. These guidelines will hopefully help reduce the time required in the review process.

Course Title

Two course titles must be submitted as follows:

- (i) A clear, relatively short title which indicates the nature of the reading and/or research, and will be understandable by the various non-specialists who must review the proposal. **It is important that the title not duplicate any existing course in the OISE Bulletin.**
- (ii) A shortened version of the title which must not exceed 30 characters (including spaces). This title will be entered on the computer 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 1/2 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 grade that will be assigned to each portion of the course requirements. (For example, if the coursework includes two papers, the weighting may be 25% for a minor paper and 75% for a final major paper or equal weighting for each paper.)

Detailed Rationale for Taking this Reading Course

The rationale in this section allows the student's advisor to carefully review the place of the reading course in the student's program. Information from this section 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.

Important Notes

1. **You are not registered in an Individual Reading and Research Course until the required form is submitted with all the necessary signatures to the Registrar's Office, Graduate Studies Unit.** The form must be submitted by September 5 for Fall Session and full year courses, by December 15 for Winter Session courses, by April 15 for Summer Session (first term) courses, and by June 15 for Summer Session (second term) courses.
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 IR&R Courses
6 - 7	2
8 - 11	3
12 and up	4

3. A typewritten bibliography must be attached to the reading course form before submission for approval.

INDIVIDUAL READING AND RESEARCH COURSE

Please print legibly and return the completed form to the Registrar's Office, Graduate Studies Unit by **Sept. 5** for Fall Session and full year courses, by **Dec. 15** for Winter Session courses, by **Apr. 15** for Summer Session, 1st term courses, and by **June 15** for Summer Session, 2nd term courses. **Refer to Guidelines before completing this form.**

Student Name: _____ **Student Number:** _____

Address: _____ **OISE Department:** _____

_____ **Degree Program:** _____

Telephone: (H) _____ (B) _____ Part-Time Full-Time

E-Mail Address: _____

Course Number (e.g., CTL1000): _____ **Year** _____ **Session:** Fall Winter

Course Weight: Half Full Summer – () May/June () July/Aug. () May-Aug.

Course Instructor: _____ **OISE Department:** _____

(in which course is offered)

Course Title: (expanded version – clearly indicate content) _____

Course Title: (shortened version for computer data entry - not to exceed 30 characters, including spaces) _____

Description of the Course: _____ **Frequency of Meetings:** _____ **Length of Each Meeting:** _____

(Use this space)

Course Work Required:

Grading Scheme for Each Component of Course Work Required:

Detailed Rationale for Taking Course: (its place in student's program, lack of other courses, special interests, etc.)

Course Numbers and Titles of Other Individual Reading and Research Courses Taken in the Same Program:

Signature of Student: _____ Date: _____

Signature of Course Instructor: _____ Date: _____

Signature of OISE Chair (or Designate) of department offering this course:

_____ Date: _____

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