
CR8105 Directed Studies Procedures

Step One:

The first step is to obtain preliminary approval to do a Directed Studies course. The student should email the Program Administrator at gradcrim@torontomu.ca with the following details:

- (a) a brief summary of the topic of the Directed Studies course, and,
- (b) an academic rationale for the Directed Studies course, including an explanation of how it fits into the student's overall program of study.

Directed Studies must involve graduate level work.

Preliminary approval will be emailed to the student. Once this had been received, the student may proceed with the completion and submission of the Directed Studies Approval Form.

Step Two:

A Directed Studies course is intended to provide a student with the opportunity to review critically a body of literature and to prepare an annotated bibliography, reading log, or critical review essay(s). The student and the professor supervising the course should work together to develop a detailed course outline including the following:

- a course description,
- 3 - 4 learning objectives,
- clearly defined assignments with specific due dates (the final deadline for students to complete a Directed Studies course is normally no later than the last day of classes in that term),
- a bibliography/suggested course reading requirements, and,
- a breakdown of the evaluation scheme for the course, (i.e. percentage grade weight of each assignment).

In order for registration in a Directed Studies course to happen, the Directed Studies Approval Form must be submitted to the Program Office, with all the requisite information appended and approvals obtained, before the deadline for adding courses in that term.

For the deadline to add courses and the last day of classes in the term, see the School of Graduate Studies Significant Dates:

<https://www.torontomu.ca/graduate/calendar/significant-dates/>

Step Three:

A Directed Studies course is a graded course. The professor supervising the course must submit the Directed Studies Supervisor Report to the Program Office before the final submission deadline for graduate grades that term (see the Faculty Support website for grade reporting dates). The Report should include a summary of the work the student did and a justification of the grade given.

CR8105: Directed Studies Approval Form

Student's Name:	
Student ID:	
Term/Year:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer
Course Supervisor:	

Please attach a detailed course outline including:

- a course description,
- 3 - 4 learning objectives,
- clearly defined assignments with specific due dates
- a bibliography/suggested course reading requirements, and,
- a breakdown of the evaluation scheme for the course, (i.e. percentage grade weight of each assignment).

	Signature	Date
Student		
Course Supervisor		
Program Director		

Students must return this form with all the necessary course information and signatures to the Program Office by email PRIOR to the term's last date to ADD courses (see the School of Graduate Studies Significant Dates: <https://www.torontomu.ca/graduate/calendar/significant-dates/>).

CR8105: DIRECTED STUDIES SUPERVISOR REPORT

Student's Name:	Student's ID:
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Assessment:

Final Grade: _____

Supervisor: _____ Date: _____

Supervisor: Please forward this form to the program office. A copy will then be provided to the student.

Approved: _____ Date: _____

Graduate Director Signature