

**POLITICAL SCIENCE UNDERGRADUATE DIRECTED STUDY POLICY
(POLI 359, POLI 451, POLI 452, POLI 453, POLI 454, POLI 455)**

Purpose and expectations of directed study courses: Directed studies courses offer students the opportunity to pursue specialized interests in areas not typically covered by regular courses. It is expected that the overall workload is roughly equivalent to a regular course at the level at which the directed study is taken. This implies substantial readings, regular one-on-one meetings, and a substantial writing component, ideally with several opportunities to learn from feedback.

Student Eligibility:

- Directed Studies are normally restricted to Political Science Majors who have taken at least 24 credits (60 credits for 400-level directed studies) and have maintained a minimum 3.3 cumulative GPA. Students must remain in good academic standing.
- Honours students generally may not take regular directed study courses and are directed instead to POLI 396 (Honours Tutorial) and POLI 495 (Honours Thesis). Honours students who do not wish to pursue a thesis may take POLI 396, as a stand-alone, 300-level directed study (taking POLI 396 does entail an obligation to take POLI 495). Once they have completed 60 credits, they may also apply for a regular 400-level directed studies (although generally not in addition to POLI 495).
- No more than six (6) credits of directed studies will be permitted per student during his or her academic program, and only three (3) may be taken at any one level (only one 300 and only one 400-level directed study).
- Students from other departments may apply in writing to the Undergraduate Program Director for special permission to take a directed study in the department.

Process for applying: Students must apply to the Undergraduate Program Director for permission to take a directed study, **at least one month prior to the start of term**. The following documents must be submitted:

- Directed study request form (fully completed and signed by a full-time professor and the student)
- Copy of the student's academic record

The student will be notified once a decision has been reached. At this time the student will be given the course number and section. It is the responsibility of the student to register for the directed study course.

Faculty Eligibility:

- Only full-time tenured, tenure-track, and ETA faculty may offer directed studies.
- Faculty members will be permitted to offer no more than 12 credits of directed study per academic year, and no more than three (3) credits of directed study (other than 396/495) per student in a student's academic program.

DIRECTED STUDIES REQUEST FORM

This form is to be completed by the instructor and student. Students must attach a copy of their current **student record** and a **preliminary bibliography** of readings for the course. The completed form is to be returned to polisci@concordia.ca.

Family Name: _____ Concordia Student ID: _____

Given Name: _____ E-mail address: _____

Please ensure that your phone numbers, email address, and mailing address are correct and up-to-date on your Student Center.

- Course: (choose one)
- POLI 359 Directed Studies in Political Science
 - POLI 451 Directed Studies in International Politics
 - POLI 452 Directed Studies in Comparative Politics
 - POLI 453 Directed Studies in Canadian and Quebec Politics
 - POLI 454 Directed Studies in Public Policy and Administration
 - POLI 455 Directed Studies in Political Theory

Term: _____

Course description (Please attach a bibliography): _____

Nature and number of assignments: _____

Meeting schedule: _____

Professor: _____ Signature: _____

Student's Signature: _____ Date: _____

Approved Denied

UPD Signature: _____