

# Guidelines for Offering Reading Courses

BCEE-Graduate Studies Committee – July 5, 2002. Revised: May 12, 2003

**Preamble** - Offering of reading courses is generally avoided for the following reasons:

- It requires very substantial effort and motivation on the part of the student who takes the reading course because of lack of regular interactions, in a normal class-room setting, with the instructor and with other students.
- It requires substantial effort on the part of the faculty member who offers the reading courses while such effort, however, is not recognized as part of the member's teaching load.
- It often requires significant changes in the course requirements and performance evaluation because of the above factors, and this tends to lower the standards relative to those normally associated with regular courses.

On the other hand, there are valid reasons for offering reading courses as shown in the following guidelines.

**Conditions for reading courses** - Approval of reading course offering is contingent on meeting all of the following conditions:

1. The course is not scheduled to be offered in the next 12 months nor was it offered during the period that the student has been registered in the program.
2. The course is needed for research purpose, i.e. for M.A.Sc or Ph.D students only.
3. The student has been in the program no longer than 12 months and has not taken any reading course previously or concurrently.
4. The course instructor is a full-time faculty member qualified to offer the course.
5. The student, his/her supervisor and the course instructor must have agreed to the arrangement.

## Procedure

1. The interested student submits the request (see form attached) to the course instructor, stating the rationale for making the request. Such request should be endorsed by the student's supervisor confirming that the preceding conditions are met.
2. The instructor sends to the Graduate Program Director (GPD):
  - The student's request with the supervisor's endorsement.
  - The student's transcripts.
  - The instructor's request that includes:
    - i. The agreement, with copy to the Chair, to offer the course with the understanding that this reading course does not form part of the member's teaching load.
    - ii. The course outline (syllabus and performance evaluation scheme).
    - iii. The time frame for completion of the course.
3. Based on the received documentation, the GPD shall make his recommendation to the Chair with copy to the course instructor.
4. The instructor shall keep records of the student's academic performance for evaluation purpose in according to University's policy.

## **Request for a Reading Course**

### **To be completed by the student**

**Student's Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Program:**      ☐ M.A.Sc.                      ☐ Building  
                    ☐ Ph.D.                        ☐ Civil and Environmental

**Date of Admission:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Course Code and Title:** \_\_\_\_\_

**Research topic/title/area:** \_\_\_\_\_

**Description of how the course is relevant to the research topic:** \_\_\_\_\_

---

---

---

---

### **To be completed by the supervisor and the instructor**

I, \_\_\_\_\_, approve the request and confirm that the above information is correct.  
Furthermore, the course is not scheduled to be offered in the next 12 months, nor was it offered during the period that the student has been registered in the program.

\_\_\_\_\_  
**Supervisor's Signature**                      **Date**

I, \_\_\_\_\_, agree to offer this course and confirm that it shall not be part of my course load.

\_\_\_\_\_  
**Instructor's Signature**                      **Date**

Expected date of completion of the course: \_\_\_\_\_

**NOTE:** Attached:      (i) Student's Transcripts  
                                 (ii) Course outline

### **To be completed by the Graduate Program Director**

☐ Recommended                      ☐ Not Recommended

**Rationale:** \_\_\_\_\_

---

---

\_\_\_\_\_  
**Graduate Program Director**                      **Date**