



instructor, will meet deadlines, and will fulfill other related academic responsibilities for the successful completion of this course.

The student submits the form and required attachments to his/her academic advisor for approval at least two weeks prior to the first day of classes. The proposal and attachments must then be forwarded to the Faculty of Environment for approval and registration in the course (either by the student or their academic advisor), and may be submitted to the Faculty office in TASC2 8800, by email to [fenv-info@sfu.ca](mailto:fenv-info@sfu.ca), or by fax to 778-782-8788. Students may not register themselves for a Directed Studies course.

Students will be added into the course only when the form is complete and all signatures obtained. Notification of approval/denial will be forwarded to the student from the Faculty of Environment.

The supervisor/faculty member is responsible for submitting a final grade for the course on the regular due date for courses without a scheduled exam. The Faculty of Environment Associate Dean will then approve the grade(s).

## Faculty Obligations

Although students may become involved in data collection, coding, and data analyses of faculty members' research in the context of Directed Studies and Research courses, faculty must ensure that the courses are devoted to advancing students' knowledge. Students must not be used as unpaid research assistants.

## Course Requirements

The student must perform a sufficient amount of work to justify the units in the course, which is normally a minimum of three hours per week for each unit. The student is also expected to meet with the instructor on a regular basis (i.e., weekly or biweekly meetings). In addition to other deliverables that may be outlined in the proposal, the student is required to submit a substantial written report on material covered in the course (i.e., essay, literature review, annotated bibliography, research report). This will be forwarded to the supervisor/faculty member and Faculty of Environment.

## Steps to Completion

1. Fill out Directed Studies Course Proposal Form
2. Attach your written Directed Studies Proposal
3. Obtain appropriate signatures
4. Submit package to your academic advisor for approval
5. Forward package to Faculty of Environment in TASC2 8800, or submit by email to [fenv-info@sfu.ca](mailto:fenv-info@sfu.ca) or by fax to 778-782-8788



**Attach a current SFU advising transcript**

**Student**

STUDENT NAME (print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor**

SUPERVISOR NAME & DEPT./SCHOOL/PROGRAM (print):  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Advisor**

ACADEMIC ADVISOR