

Date: _____

**PERMISSION FORM AND COURSE OUTLINE
SPECIAL TOPICS COURSE
(MUST BE COMPLETED AND FILED WITH COURSE SUPERVISOR
PRIOR TO REGISTRATION FOR COURSE)**

_____ (student ID number)

_____ (Term, ex.: W2015)

PROPOSAL IS FOR COURSE (select course below)

AGEC	492	Special Topics in Agricultural Economics 01	(3 cr)
AGRI	490	Agri-Food Industry Project	(3 cr)
ANSC	455	Special Topics: Animal Science	(3 cr)
ANSC	490	Project	(3 cr)

FAES	371	Special Topics 1	(1 cr)
FAES	372	Special Topics 2	(2 cr)
FAES	313	Special Topics 3	(3 cr)
FAES	323	Special Topics 4	(3 cr)

Student name: _____

Signature: _____

Supervisor's Name: _____

Signature: _____

Co-supervisor's Name: _____

(if PDF, Ph.D. or M.Sc. is involved in supervising student's activities)

Signature: _____

Academic Advisor's name: _____

Signature: _____

Please provide detailed information in the following course outline. Failure to complete and submit this document to your academic advisor three days prior to the last day of the Add/Drop period will result in the student not being permitted to register in that term.

I. Title of project:

II. Number of hours of work required: 45 h/credit X _____ credits = _____ hours.

III. Specific project objectives (minimum 150 words):

IV. In the following box, the student, in conjunction with the professor must list the specific course activities and deliverables and approximate time commitment in order to demonstrate that the course is equivalent to the required number of hours.

Activity or deliverable	Explanation	Due date	Estimated time commitment (h)	% of final grade
Ex: Collect data in the field	Collect silage samples at the Mac dairy farm in mid-October and mid-November	n/a	4	n/a
Ex: Literature review	5-7 pages, focusing on forage qualities which affect digestibility in dairy cattle	15 October	20	30%
TOTAL:			<i>Please total hours</i> h	100%

Additional information (does not need to be submitted with the filled out form):

Special Topics courses are designed to allow undergraduate students to gain focused academic experience under the supervision of a Faculty member. The experience is expected to provide academic learning opportunities. A diversity of types of academic work is acceptable, including a literature review, community and/or program development, collection and analysis of laboratory data, directed study, etc. In order for the student to obtain credit for this course, it is expected that 45 hours of work are completed per credit. It is expected that the supervisor(s) are available to adequately oversee and provide feedback to students on their work, as well as answer their questions, over the entire duration of the term.

Grade will be assigned based according to the following general guidelines:

1. To receive an A grade:
 - a) a high degree of independent thinking and accuracy in data/information acquisition;
 - b) ability to independently synthesize and interpret the material into a well written report.
2. To receive a B grade:
 - a) a reasonable amount of independence but requiring regular guidance;
 - b) a written report that demonstrates synthesis and interpretation of data
3. Grade of C requires completion of 45 h per credit of actual academic work time in data collection and analysis and submission of passable written report.
4. A grade of D or F indicates time is significantly <45 h of work per credit or that the written report is incomplete.