



## New College Independent Study Courses

NEW390Y1, NEW391H1, NEW490Y1, NEW491H1 (circle one)

### About Independent Studies

New College Independent Study courses are designed both to complement regular offerings in New College programs and to provide an opportunity for New College students in any program to enrich their studies. The normal expectation of a project course is that the student, aided and advised by the supervisor, will read relevant literature, and plan, execute, analyze and report on an original and independent investigation of an appropriate topic.

### Course Requirements

#### Before the course begins—

1. Students must have completed at least 8.0 credits for registration in a 300-level independent study course, or 12.0 credits for a 400-level independent study course.
2. Each student is responsible for finding an appropriate supervisor. Note that the supervisor **must be a faculty member with an appointment in an academic department at the University of Toronto**. In rare cases a student may propose a non-faculty member to work with, but in such cases an appointed faculty member must also be found to act as primary supervisor. Sessional instructors are **not** eligible to supervise independent study courses. **Both the supervisor and their Departmental Chair/Program Director must sign the contract.**
3. If the project requires ethics approval, please be advised that you should find and consult with a supervisor about meeting this requirement at least a semester in advance of the deadlines outlined in #4.
4. Once a supervisor has been found and the nature of the project discussed, this contract must be completed and submitted to the New College Programs Office for approval. ***This form must be submitted to the Programs Office (WE 133) by July 15 for Fall Term courses; November 15 for Winter Term courses; and April 15 for Summer courses. If any of these dates fall on a weekend, the deadline will be the following Monday.***
5. Registration of all students will be done through the Programs Office after the contract has been submitted and approved. Students will be notified of the acceptance or rejection of an application.

#### During The School Year—

1. Supervisors must provide students with meaningful feedback (10% for “H” courses and 20% for “Y” courses) on a significant amount of work prior to the deadline set by the Faculty of Arts & Science (see the marking scheme for details).

#### At the project end—

1. ***Each project is expected to result in a substantive written report, on which a majority of the final grade (minimum 50%) is based (exceptions must have prior approval via this contract).*** The report must be submitted to the supervisor with a copy to the Programs Office in time for the supervisor to submit a critique and final grade.
2. The supervisor must submit a final grade and a brief (approximately one page) critique of the student’s work outlining the strengths and weaknesses of the work, and a rationale for the mark, within one week after the last day of classes. A copy of this critique is to be given to the student.
3. The final report should preferably be written by the student; a guideline is roughly 15 pages of text for an H course, 30 pages for a Y course. If the final report is in the form of a multi-authored manuscript, it must be accompanied by a statement signed by the supervisor and student describing the contribution made by the student.

**If at any time you feel that any aspect of this contract is not being fulfilled,  
please contact the New College Academic Secretary at 416-978-5404 or [nc.programs@utoronto.ca](mailto:nc.programs@utoronto.ca).**

**New College Independent Study Courses – Application Form**

<b>Student Information</b>	<i>Last Name</i>	<i>First Name as in ROSI</i>	
Student Name:			
Student Number:		UTOR Email:	
Program(s) of Study:			
Independent Study Course Code:		Phone #:	
Session: (Fall/Winter/Summer)		College:	
Student Signature:		Date:	

<b>How many credits will you have completed by the intended start of your independent study course?</b>			
<b>Prior or Concurrent Independent Research Courses (including 299s, 399s)</b>			
Course Code:	Academic Session:	Project Title:	Supervisor:

(If you need more space, please attach a separate page to this form)

**Project Information**

Project Title (50 characters):	
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**\*\*\*Please attach a brief (1-3 pages) outline of your project.\*\*\***

	<b>Yes</b>	<b>No</b>
Are human subjects to be used? (e.g. interviews, surveys, observation, photography or film, biological samples)	<input type="checkbox"/> If yes, please complete Ethics Review information on page 3.	<input type="checkbox"/>
Does your project involve travel outside of Canada?	<input type="checkbox"/> If yes, please see Safety Abroad information on page 4.	<input type="checkbox"/>

**Marking Scheme**

Must include a minimum of 10% by the drop date set by the Faculty of Arts & Science for H courses and 20% by the end of the first week in January for Y courses. Summer courses must include 10% for H courses and 20% for Y courses by the drop date.

Course Components	Due Date	% of Final Mark

It is the student's responsibility to ensure that proposals are complete and received in a timely manner.

<b>Supervisor Information</b>	<i>Last Name</i>	<i>First Name</i>	
Supervisor Name:			
Email:			
(optional) C.C. email: (e.g. admin./lab manager)			
U of T Department:		Phone #:	
Supervisor Signature:*		Date:	

**\*I have read this complete application form, agree to supervise the student according to the guidelines of the course, and ensure appropriate training and approval to conduct research.**

<b>Departmental/Unit Chair</b>	<i>Last Name</i>	<i>First Name</i>	
Supervisor's Unit Chair Name:			
Signature:		Date:	

**For College Use Only:**

Topic Approved:	Y / N	For Session:		Course Number:	
Approved by: (signature)				Date:	
Approved by: (please print name)					

**Ethics Review**

If you are collecting data from human subjects, you must have approval for your project from the U of T Research Ethics Board. Select 1) or 2) below, whichever applies to your project.

1. My project is part of a larger study for which my supervisor already has ethics approval.

In this case, your supervisor must apply for an amendment to include you in the project. This amendment must be in place before we will approve your independent study and must cover the whole time period of your course. Attach a copy of the amendment to your application.

2. My project is not part of a larger study.

You will need to seek ethics approval for your project and you should work with your supervisor to complete this process.

- a) If your project is in the life, chemical, math or physical sciences, you must have received ethics approval before we will approve your independent study. Attach a copy of the approval to your application. If your ethics review application is still in process at the time of application, you may still apply, but we will not review your application until the ethics review approval is in place.
- b) If your project is in the humanities or social sciences, and you are applying for a half course credit independent study, you must have received ethics approval before we will approve your independent study.



Attach a copy of the ethics approval to your application. If your ethics review application is still in process at the time of application, you may still apply, but we will not review your application until the ethics review approval is in place.

- c) If your project is in the humanities or social sciences, and you are applying for a full course credit independent study in the fall/winter session, seeking ethics approval may be one assignment in this Y course. In that case, the independent study application form must include an alternate set of assignments in the event that ethics approval is not received. Please note that ethics approval is time consuming and may not be in place in time for the project to be completed as planned even in a Y course. A copy of the ethics approval (whether or approved or denied) must be submitted to the New College Programs Office when it is received.

You can find information about ethics review at <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/>.

You can find the form for ethics approval of student-initiated undergraduate research projects here: <http://www.research.utoronto.ca/wp-content/plugins/document-manager/download.php?id=56>. Because this process can be time-consuming, we recommend that you submit your project for ethics review well in advance.

### **Safety Abroad**

Please note that all U of T students going abroad on a “U of T activity” (i.e. receiving credit, funding, or sanctioning from the University for an activity conducted outside of Canada) are required to register with the Safety Abroad Office in advance of travel. Failure to comply with the necessary procedures may result in withdrawal of emergency support, funding or academic credit. This is a minimum requirement for approval. Depending on your destination and project, there may be other requirements.

You can find information about the process of registration and completion of Safety Abroad training here: <http://www.cie.utoronto.ca/Safety.htm>. See the section on “Department Travel Registration.”

Please provide confirmation of registration at the time of application for an independent study. After you have completed safety abroad training, you must submit copies of completed waiver forms and complete the proof of health insurance section of the Safety Abroad database. Your independent study cannot be approved until you have submitted waiver forms and provided health insurance information.