

# Individual Supervised Project Approval Form



An Individual Supervised Project (ISP) must be supervised by a full-time faculty member with a research appointment. An ISP involves a student writing a research paper on a topic to be agreed upon with the faculty member. ISPs should be reserved for topics that are not otherwise offered as a course. Students must ensure the project and supervision are approved through the process set by the Associate Dean (Faculty Relations). As a rough guide, ISP papers are expected to be approximately 25-30 pages in length and should involve comparable student workload input to the student taking a traditional 2 credit course (though exact page length and project expectations are to be worked out between the supervisor and student).

An ISP typically counts for 2 credits. In exceptional circumstances, more ambitious projects for 3 credits may be approved by the Associate Dean (Faculty Relations).

An ISP may satisfy the Substantial Term Paper Requirement, although this should be discussed by the student and faculty member when the arrangements are initially being made for an ISP.

ISPs should not be earned or stacked in conjunction with other, different credit-earning activities (i.e. other courses, moots, journals or experiential activities). They are expected to be standalone research projects.

Student Name:

Student Number:

Enrollment Term:

Queen's E-mail:

Supervising Faculty Member:

Topic:

Approval Process:

- 1) Student: Fill out top portion of this form and submit to supervising faculty member no later than the deadline for adding a course in the enrollment term.
- 2) Faculty member: Sign indicating your agreement to supervise project, forward to HR Staffing Officer, [hr.law@queensu.ca](mailto:hr.law@queensu.ca).
- 3) HR Staffing Officer: Add to tracking spreadsheet, forward to Associate Dean (Faculty Relations) for decision.
- 4) Associate Dean (Faculty Relations): Notify HR Staffing Officer of decision.
- 5) HR Staffing Officer: Document decision and notify Student Services Office, faculty member, and student.
- 6) Student: Ensure there is room for a 2 credit ISP in the term noted above. If not, drop a course.
- 6) Student Services Office: Enroll student in Law 490 in the term noted above.

**Student: Do not begin a project until approval is received.**

Supervising Faculty Signature: \_\_\_\_\_

Associate Dean (Faculty Relations): Signature: \_\_\_\_\_

Decision from Associate Dean (Faculty Relations):

*By authority of the Royal Charter, 1841 of Queen's University, as amended, personal information is being collected on this form to ensure accurate recording of the requirement on the student's official academic record. The completed form will be kept for one year in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 and thereafter destroyed.*