

**Departmental policy regarding supervised reading courses  
October 2023**

**Purpose:**

This document aims to clarify the process for offering a supervised reading course. It outlines the expectations of the course deliverables which help ensure the best possible learning and evaluation experience for all students enrolled in such a course.

**Who can enroll in the supervised reading course(s)?**

Supervised study courses are normally offered to senior students (normally in their 4<sup>th</sup> year or up) with a **CGPA of 3.5** or above. They are normally provided to a student seeking to study something not normally covered in any courses at U of T or not covered in the depth the student is interested in. It allows students to work closely with faculty members to explore specific topic(s) in-depth (and at a more advanced level).

Generally, students interested in enrolling in a supervised reading course should have already completed **at least 14.5 credits, and at least two C- and/or D-level courses in the relevant area of study**. Exceptions can be made, but the faculty member needs to discuss the situation with and receive approval from the Academic Director prior to agreeing to the course.

**Note:**

- The materials covered in the supervised reading course **MUST NOT** be covered by other courses at the same level of depth.
- The faculty member should check with the student making sure they have fulfilled the above requirements before agreeing to supervise them and (switched from or) before receiving permission from the Academic Director.

**The Process:**

**Step 1:**

- A student hoping to undertake a supervised study course needs to find a faculty member willing to supervise them in the intended area of study being proposed by the student (**Note:** the intended area of study should be within the faculty member's area of specialization).
- The faculty member will work with the student to develop the learning outcomes and course topic(s) along with course title.
- The faculty member and student will prepare a detailed course outline.

The course outline should include:

- A brief description of the course
- The frequency (weekly or biweekly, # of meetings in a term, etc.) and the format (in-person, online, or hybrid) of meetings with student.
- Methods of assessment & their weights
- Learning outcomes & deliverables.

- This will include the deliverable(s) that will be used as the student's final report that will be submitted to the Department. Examples of final report include a research paper, a reflection paper on their learning in this course, or other deliverables that are pre-approved by the Academic Director.
- When pedagogically appropriate, the student can give a public presentation of their project. Such a public presentation will be informal and being public will allow other students to attend so that they too can share in this learning.
- Proposed reading list

#### Step 2:

- Complete and sign the Supervised Study Form  
(<https://www.utsc.utoronto.ca/registrar/supervised-study-form>)
- Send the Supervised Study Form and the proposed course outline to the appropriate Academic Director for review.
  - For MGE courses, contact the Academic Director – Economics  
([ecoss.utsc@utoronto.ca](mailto:ecoss.utsc@utoronto.ca))
  - For MGT courses, contact the Academic Director – Management  
([mgmtss.utsc@utoronto.ca](mailto:mgmtss.utsc@utoronto.ca))

#### Step 3:

- The Academic Director will review the materials (with consultation with the area coordinator, and/or the Associate Chair – Programs & Students, and/or the Associate Chair – Teaching, if needed) and (if appropriate) provide recommendation to the Chair for final approval.
- Once the course is approved, both the Academic Director and the Chair will sign the Supervised Study Form and notify the Registrar's Office to update the student's course enrollment status to approved (APP).

#### Step 4:

- At the end of the term (i.e., the last day of regular classes), the student is required to submit their final report to the Department for record keeping purposes, and they can email it to Coordinator, Office of the Chair ([management-ca@utsc.utoronto.ca](mailto:management-ca@utsc.utoronto.ca)).
- \*\* The final report must be submitted to the Department before the approval of course grade.**

**Timeline:**

<b>Due date</b>	<b>Action item(s)</b>
By the end of the first week of the term*	<ul style="list-style-type: none"><li>• Faculty member to complete and sign the Supervised Study Form.</li><li>• Send the detailed course outline and the signed form to the appropriate Academic Director for review.</li></ul>
By the end of the second week of the term	<ul style="list-style-type: none"><li>• Both student and faculty member will be notified by the Department whether the proposal is approved.</li><li>• If it is approved, the Department will update the course status on ACORN.</li></ul>
On the last day of regular classes	<ul style="list-style-type: none"><li>• Student submits their final report(s) to the Department.</li></ul>

\* If the proposal is submitted to the Academic Director before the end of the first week of the term, the Academic Director will try to review and notify the student about the result of their request within 5 business days.