INDEPENDENT STUDY COURSE AGREEMENT
Faculty of Arts and Science

Instructions for Completing and Submitting this Form:

1. This form is a contract between the student and their instructor (the project supervisor). It must be completed in its entirety in consultation with the supervisor.

2. Once completed, save the form to your computer. Students are encouraged to create a digital signature and electronically sign the form. *For instructions on how to create a digital signature, see page 4*.

3. Signed forms are to be emailed to the supervisor who will then digitally sign the document and submit it to the Department Chair for final approval. After the form is signed by the supervisor, it cannot be changed by the Chair.

4. The Chair will submit the form to ASIndependentStudy@macewan.ca on or before the application deadline. Faculty of Arts and Science Independent Study application deadlines are:

Fall term	*August 1*	**Spring term**	*April 1*
Winter term	*December 1*	**Summer term**	*June 1*

5. Students will be sent a notification to their mymacewan email account once the course has been scheduled.

Student Name: _____ **Student ID:** _____

Course Number: _____ **Enrolment Term and Year:** _____

Course Topic: _____
[Course topic should be filled in as it will appear on the student's transcript, **using a maximum of 65 characters, including spaces]**

Project Supervisor: _____ **Supervisor Email:** _____

If applicable
Project Co-Supervisor: _____ **Co-Supervisor Email:** _____

Project Description:
Using three to four sentences, describe your proposed project.

Prerequisite Courses and Relevant Background
Have you completed the prerequisites for this independent study course? Please go to the Academic Calendar at
www.macewan.ca/calendar and confirm.

Yes   No

In addition to the prerequisite courses, list the courses that are relevant to the proposed research that are in progress or
that you have completed. If the course is completed, please include the grade.

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

Previous Independent Course Work
Have you completed any other independent studies as part of your degree program? This includes all courses that are
398 and 498 as well as specific independent courses such as WINL 300, COSL 300, CMPT 496, SOCI 496, and SOCI 497.
This does not include an Honours Thesis.

Yes   No

If yes, how many and in which discipline?

Learning Outcomes
List your learning outcomes for this project (i.e. indicate what you hope to achieve).

Course Information, Evaluation, and Feedback
Course evaluation and feedback must include assignment values, due dates, and any other feedback strategies. The student must receive some feedback prior to the term's withdrawal deadline.

Signatures
This document can be completed with an electronic signature. If you do not have an electronic signature you will need to create one. Instructions on how to create a digital signature start on the next page.

Student Signature: _____ **Date: _____**

Project Supervisor Signature: _____ **Date: _____**

Department Chair Signature: _____ **Date: _____**

How to Create a Digital Signature

A digital signature is easy to create, and it can be saved to your computer for future signature requirements in Adobe Acrobat. Documents that require a digital signature will have a little red tab by the signature line (see the red box in Figure 1). Click on the red tab to start the process of creating a digital signature.

Figure 1
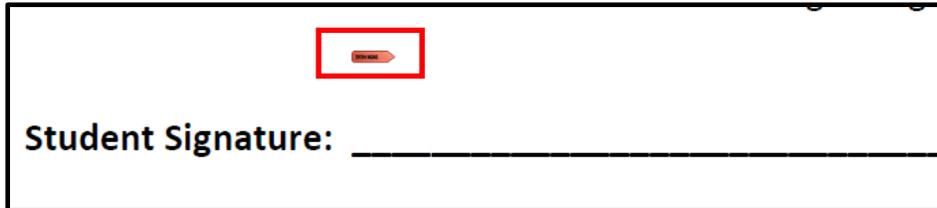
Once you click on the red tab, the following box will appear (Figure 2). Select "Create a new Digital ID" if you do not already have one. If you have previously created a signature, select "Use a Digital ID from a file".

Figure 2
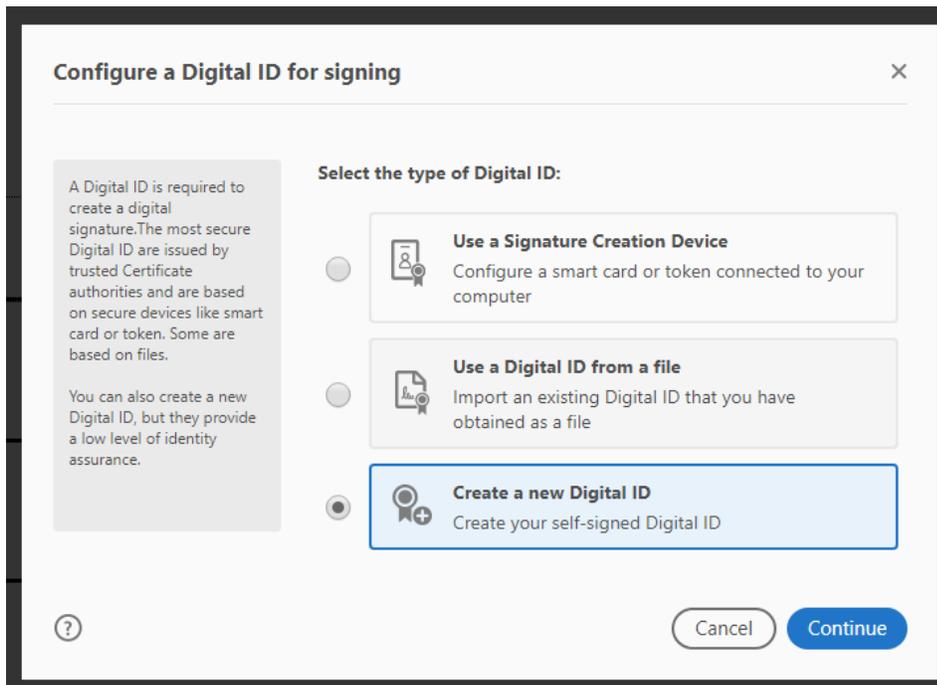
Once you select "Create a new Digital ID," you will be asked if you wish to save the ID to your computer (Figure 3) and then to provide a bit of personal information (name, organizational unit, and email address) outlined in Figure 4.

Figure 3

Figure 4

Once you fill in your personal information, select continue and then provide a password (Figure 5). Click the Save button. Please keep this password for future use.

Figure 5
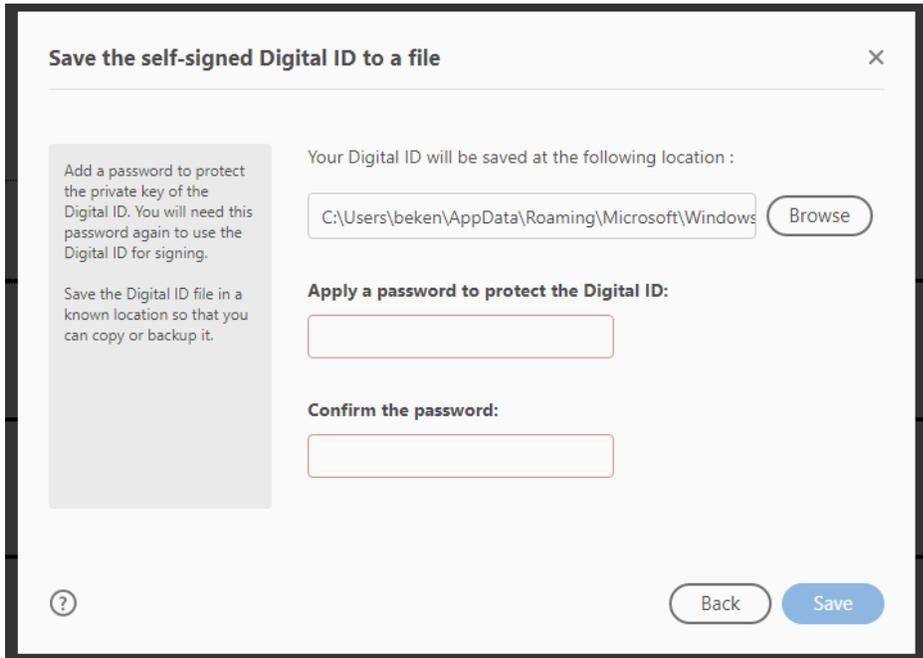
Now your digital signature (or ID) is ready to be added to your PDF. Select your signature (Figure 6) and enter your password in the red box at the bottom (Figure 7).
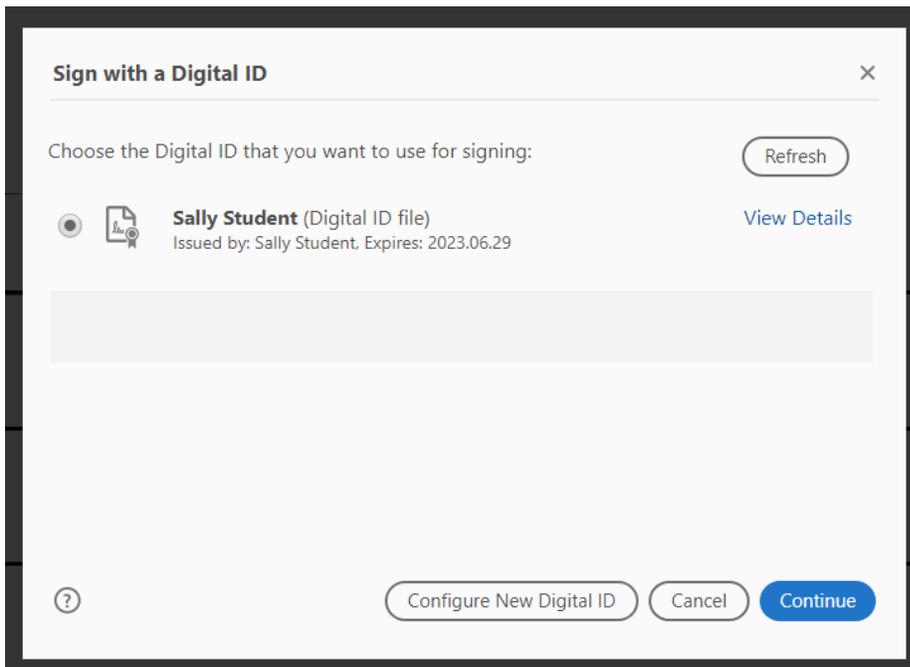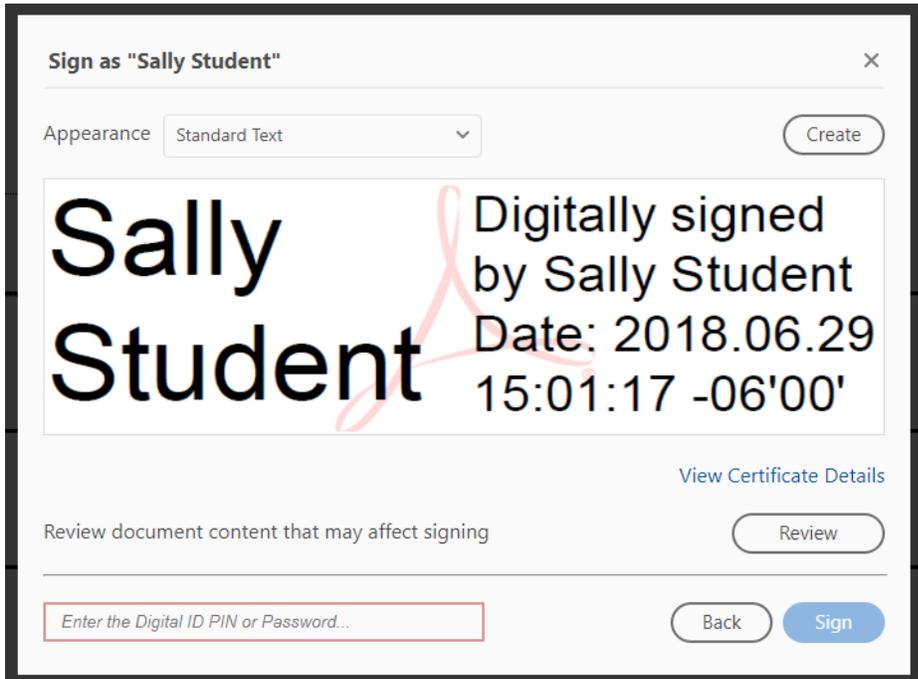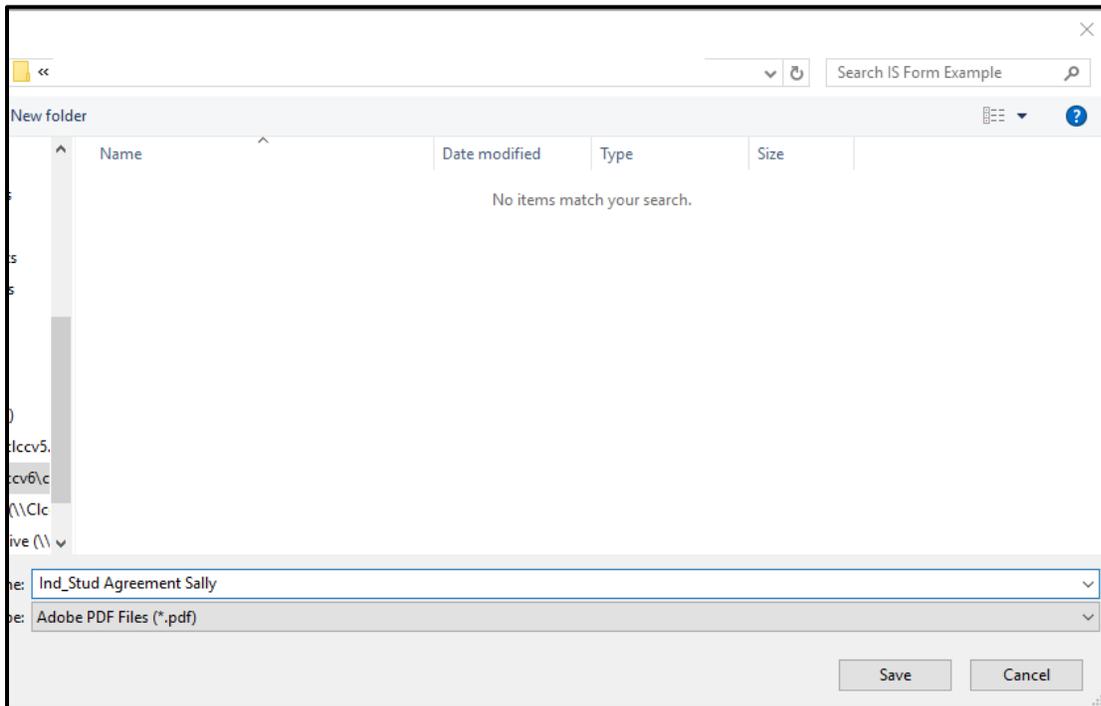
Figure 6

Figure 7

You will then be asked to save your document to your computer (Figure 8).

Figure 8

Your digital signature will appear as in Figure 9.

Figure 9

Signatures

Student Signature: **Sally Student** Digitally signed by Sally Student
Date: 2018.06.29 15:03:42 -06'00'
_____

Project Supervisor Signature: _____

Department Chair Signature: _____

Once your document has been signed, it is ready for submission. All you need to do is attach it to an email.