

Guidelines for Directed Studies and Special Topics Courses in FCCS

1. All graduate courses whether they are regularly scheduled, directed studies, or special topics courses (as in a graduate version of an undergraduate course) must be approved by the FCCS Graduate Committee.
2. Graduate students are encouraged to enroll in regularly scheduled courses whenever possible. The courses are carefully chosen to reflect areas of strength in the Faculty, to provide faculty members with a fair workload, to enable students to study in seminar dialogue with other graduate students, and to promote diverse approaches and knowledge necessary for excellent intellectual and/ or artistic training.
3. **Graduate students studying for an MA in English:** Normally English students will take the English graduate courses on offer. Even if the topics are not narrowly in line with a student's specific area of research, English courses on offer will add significantly to the depth and breadth of our students' knowledge and research capabilities as they are drawn from a variety of historical, cultural, generic, and theoretical orientations to written and electronic texts.
4. **A graduate student studying for an MFA** similarly can find that taking an interdisciplinary creative studies course, even if outside the student's area of speciality, can add significantly and strategically to a student's artistic training in the contemporary arts. However, because of the specific skills required for an MFA, students will need to carefully create a program plan in consultation with the Supervisor and Supervisory Committee and this plan could include one or two Special Topics or Directed Studies courses.
5. **A graduate student in the IGS programs (MA and Ph.D.)** will naturally have a more diverse complement of courses to choose from and will need to carefully create a program plan in consultation with the Supervisor and Supervisory Committee. Again, FCCS urges IGS MA and Ph.D. students to take regularly scheduled classes as often as possible.
6. However, when the student, Supervisor and Supervisory Committee feel it is necessary, there is the option for students to take directed studies or special topics courses. The steps below outline the process for requesting and setting up these individualized courses.

PROCESS:

DIRECTED STUDIES COURSES: Graduate students who would like to study in an area not offered as a regular course offering can take a Directed Studies course with a particular faculty member. When considering Directed Studies courses, it is customary to have the student participate in, and even initiate, the course development process by researching potential reading lists or by developing course outlines. If it is an IGS course, please contact igs.themes@ubc.ca for the scheduling form (if it is a CCS or VISA course, use the FCCS Grad course scheduling form linked below) and it must be accompanied by a course outline on the most recent FCCS

template, with a graduate-level bibliography. If this course was not part of the student's initial Program Plan or has not been added to the Annual Progress Report indicating the course has been approved by the supervisor and committee, the documents should be accompanied by a note from the supervisor updating the Program Plan.

We schedule our own courses at the 500 level: ENGL, CRWR, VISA, CCS, THTR with this form (choose the second link for FCCS Grad courses under "Downloads") - <https://fccs.ok.ubc.ca/resources/forms/directed-studies-special-topics-graduate/>

All IGS MA and PhD students wishing to schedule IGS courses should contact igs.themes@ubc.ca for instructions. MA English and MFA students wishing to schedule an IGS Directed Studies course can get the scheduling form at igs.themes@ubc.ca, fill out and send to lacia.vogel@ubc.ca for processing.

The student should be involved, but it is up to the faculty member to put the course outline together, fill in the form and get signatures (Lacia can help with the signature part) and then give to Lacia to archive and have the Graduate Committee approve, then send to the scheduling office.

SPECIAL TOPICS COURSES: A Special Topics course can be used to augment an existing upper year undergraduate course to make it more challenging and appropriate for graduate level study. The course is given a graduate level designation and would appear on the student's transcript as a graduate level course. A form (<https://fccs.ok.ubc.ca/resources/forms/directed-studies-special-topics-graduate/>) must be filled out and it must be accompanied by a course outline on the most recent FCCS template, with a graduate-level bibliography. If this course was not part of the student's initial Program Plan or has not been added to the Annual Progress Report indicating the course has been approved by the supervisor and committee, the documents should be accompanied by a note from the supervisor updating the Program Plan.

The required documents must be submitted to lacia.vogel@ubc.ca who will forward to the FCCS Graduate Committee for approval before sending the request for scheduling. Professors who have not taught a graduate course also need to submit their CVs.

DEADLINES FOR SUBMISSION FOR SPECIAL TOPICS AND DIRECTED STUDIES COURSES:

Courses for September – December (Winter term 1) must be submitted by **July 1**

Courses for January – April (Winter term 2) must be submitted by **November 1**

Courses for May – August (Summer) must be submitted by **March 1**

Faculty members' proposals to teach a regularly scheduled graduate course for timetabling are submitted by January 5 each year.