IRE395H1 Independent Study Application Form – Fall 2021 & Winter 2022

Independent study under the direction of a faculty member from the Centre for Industrial Relations and Human Resources. It is the responsibility of the student to propose an independent study topic, and obtain the agreement of an instructor who is willing to supervise the project.

Prerequisites:
1. IRE244H1, IRE260H1 and 1 IRE300H1 level course. Minimum CGPA of 2.3
2. Approval of the Undergraduate Program Coordinator is required
3. Approval of the Research Ethics Board (if applicable)

What is an Independent Study Course & how do I request enrolment?
Enrolment is limited to students in the IRHR program. Students are not entitled to take more than 1.0 full course equivalent IRE395 course. You must find an IRHR Faculty member willing to supervise your work in IRE395. The work cannot duplicate material that is covered in an existing lecture. You are not allowed to recycle work completed for another course for credit in 395 – reusing work constitutes an academic offence and will be reported to the Office of Academic Integrity.

If you have found a Faculty member willing to supervise your proposal you must complete this form with the help of your supervisor. A detailed description of your proposal is required. Students requesting enrolment in IRE395 are advised to select an alternative course until the status of their enrolment is confirmed. Results are communicated to the student via email. Approved proposals will be added on the student’s academic record on ACORN by the IRHR Program Office.

Research Ethics Approval:
Any research conducted on human subjects at U of T requires Research Ethics approval; and research conducted on students requires the additional approval of the office of the Vice-Provost, Students. This is non negotiable. Students wishing to conduct a 395 course that includes research on human subjects must initiate the process at least 8 weeks before the start of classes. For detailed Information, including REB meeting dates, see:

Application Due Date:
The 395 form and the research ethics approval confirmation letter (if required) is due no later than one week before to the start of classes.
Section 1

Student Name:
Student Id#:
UTOR email:

(only UTOR email addresses will be used to communicate with the student)

Section 2

Arts and Science Regulations:

<table>
<thead>
<tr>
<th>Select one</th>
<th>Course Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Weight</th>
<th>Last day to cancel</th>
<th>Return one graded assignment worth at least...</th>
<th>Unless other dates are stipulated all term must be handed in by due:</th>
<th>Final grade must be reported to the Program Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(✓)</td>
<td>IRE395H1</td>
<td>F</td>
<td>Sept 9 – Dec 8</td>
<td>0.5</td>
<td>Nov 8</td>
<td>10% by Nov 1</td>
<td>Dec 8</td>
<td>Dec 17</td>
</tr>
<tr>
<td>(✓)</td>
<td>IRE395H1</td>
<td>S</td>
<td>Jan 10 – April 8</td>
<td>0.5</td>
<td>Mar 14</td>
<td>10% by March 7</td>
<td>April 8</td>
<td>April 19</td>
</tr>
</tbody>
</table>

Section 3. This section must be completed by the Faculty Supervisor:

Name of Faculty Supervisor:

Does this study involve human participants?
☐ Yes, the REB approval must be submitted with this form.
☐ No

Project Title:
(This title will appear on the student’s ACORN transcript):
Keep title brief and succinct.

Description of Independent Study:
Description to be completed on a separate document and handed in with this form. Description must include work components (weighting, due dates) and schedule of meetings between supervisor and student. This information is mandatory.

Section 4.

Student’s Signature & date:

Faculty’s Signature & date:

Section 5: What next?

Give one copy of the completed proposal to your supervisor, keep the other for your own records and email a copy (+ REB approval letter, if applicable) to the Undergraduate Program Coordinator, who will contact you via email to confirm the status of your request.

IRHR Undergraduate Program Coordinator
IRHR Program Office, Woodsworth College, Room 236
irhr@utoronto.ca