

**St. Stephen's College (within the Faculty of Arts)
University of Alberta Credit Independent Study
*3(fi6) (either term or Spring/Summer, 0-3-0)**

CATS 411 or CATS 511 Independent Study	Directed reading or research in a chosen area of spiritually-integrated psychotherapy, creative arts therapies, and/or spiritual care.
SPRIT 411 or SPRIT 511 Independent Study	Directed reading or research in a chosen area of theology, spirituality, spiritual care, and/or ministry studies.

INDEPENDENT STUDY PROPOSAL

Student Name								
Student Email								
UAlberta Student ID#								
Course Number		CATS411		CATS511		SPRIT411		SPRIT511
Course sub-title (will appear on University of Alberta transcript)								
Term and Year of Proposed Course (Fall, Winter, Spring/Summer)								

APPROVAL TO UNDERTAKE INDEPENDENT STUDY COURSE (CONTENT IN ATTACHED SYLLABUS)			
Independent Study Instructor Name:		Instructor signature:	
Representative from Student's Faculty (if required). If student plans to use this course toward a degree, they may be required to obtain approval, according to the guidelines of their own Faculty.			
Student Faculty Approver's Name:		Student Faculty Approver's signature:	
Department Chair of relevant St. Stephen's department (CATS psychotherapy-related courses approved by Dept Psych/Spirituality; SPRIT theology-related courses approved by Dept of Theology)			
Dept Chair name:		Dept Chair signature:	
Date of approval:			

Policy and Guidelines:

St. Stephen's College is affiliated with the University of Alberta and 'CATS' and 'SPRIT' courses count for University of Alberta credit as Arts electives. Independent Study courses cannot be audited. The course will be taught by Faculty or Associate Faculty members at St. Stephen's College, and will involve either:

- a unique independent study initiated by student provided no other similar/suitable course is available
- attending class with undergraduate colleagues registered in University of Alberta credit (SPRIT or CATS) courses, with extra work arranged at the upper-level undergraduate (411) or graduate (511) level
- attending a graduate-level St. Stephen's College credit course and completing graduate-level academic requirements outlined in syllabus

Course Guidelines:

1. Course syllabus (student to provide with Independent Study Proposal) must include:
 - objectives, content, list of required reading
 - methods of teaching including frequency of student-instructor meetings
 - contact information and academic credentials of instructor (note: for some expressive arts courses, a master degree is the terminal degree in the field)
 - methods of student evaluation to be used and the basis on which the grade will be assigned
2. Course instructor must be active in a well-defined area of scholarship which encompasses course topic.
3. Course must be completed in one term.
4. Course must not involve research with human subjects.

Procedures:

1. Student approaches course instructor for initial discussion of the suitability of the proposed study, and receives their agreement to supervise the course.
2. Student obtains approval of their faculty advisor (if applicable).
3. Student **submits this form and course syllabus to St. Stephen's College Registrar at least one week before the add/drop deadline** as published in the University of Alberta Calendar.
4. After course is approved by Department Chair, St. Stephen's College Registrar will enroll student on Beartracks and advise student.
5. Instructor evaluates student's performance according to University of Alberta grading system, and provides final grade to St. Stephen's College Registrar before end of exam period for term.
6. St. Stephen's College Registrar arranges for instructional fee of \$425 to be paid to instructor.
7. A copy of work produced for the independent study course will be kept on file by the course instructor and St. Stephen's College, for one year.