

# Reading Courses in Geography & Program in Planning

Reading courses allow students to complete coursework in topics not covered by current course offerings in Geography or Planning. Students requesting reading courses must follow the guidelines and enrolment procedures set out below.

## Enrolment Procedure

1. The student and instructor will complete and sign the “*Request for a Reading and/or Research Course*” form (attached).
2. **The form must be accompanied by an outline**, which will include the following information:
  - Description of course objectives and content
  - Detailed list of assignments (including deadlines and weight)
  - Reading list
3. The student must submit their request to the graduate office according to the **following deadlines**:
  - Fall session: **September 20, 2018**
  - Winter session: **January 17, 2019**
  - Summer session: **May 2, 2019** (for courses starting in May)
  - Summer session: **June 27, 2019** (for courses starting in July)

## Guidelines

1. The **maximum number of reading courses** a student may take is as follows:
  - Geography master’s thesis and PhD Geography physical geography: **one (0.5 FCE)**
  - Geography master’s research paper and human geography PhD: **two (1.0 FCE) – must be with different instructors**
  - PhD Planning: **one (0.5 FCE)**
  - MSc Planning: **one (0.5 FCE)**
2. GGR1149H is the reading course code for master’s level in Geography; GGR2149H is the reading course code for PhD level in Geography. PLA1149H is the reading course code for the Planning program.
3. Reading courses have a half-credit (0.5 FCE) weight and can be taken in any academic session.
4. Only faculty members holding graduate appointment in the department can teach a Geography or Planning reading course.
5. Reading courses should involve as much reading and work as a normal seminar or lecture type of course and written work must be a requirement of the course.
6. In general, both the student and instructor should be on campus and the frequency of their meetings should be consistent with other courses.
7. Assignments must not include work for which the student otherwise will receive credit (e.g. thesis chapters, drafts of work submitted for other course credit).
8. Reading courses are subject to the same grading practices policies as other courses. Departmental standards are that no assignment should be worth more than 80% of the final grade and graded work should be returned to the student prior to the last date to drop a course.
9. If a student is permitted to take more than one reading course, each course must be taken with a different instructor.
10. The Graduate Chair or the Associate Chair, Graduate Geography (for geography students) or the Associate Chair and Director, Program in Planning (for planning students) has final approval on enrolment in reading courses.



# Request for Reading and/or Research Course

Sections 1, 2, and 3 of this form are to be completed by both the student and instructor.

**A COURSE OUTLINE MUST BE ATTACHED TO THIS FORM**

## Section 1: Student Information

|         |                |                 |  |
|---------|----------------|-----------------|--|
| Name:   |                | Student Number: |  |
| Degree: | Graduate Unit: | U of T Email:   |  |

## Section 2: Course Information

|                                     |                  |
|-------------------------------------|------------------|
| Course Number:                      | Course Title:    |
| Graduate Unit Where Course Offered: |                  |
| Course Description:                 |                  |
| Session Course Offered:             | Instructor Name: |

## Section 3: Information Required In Support of Request

| Work Required for Course | Weight in Total Grade | Date Due |
|--------------------------|-----------------------|----------|
|                          |                       |          |
|                          |                       |          |
|                          |                       |          |

Indicate arrangement/frequency of meetings between instructor and student:

**Reason for Requesting Reading Course (check one):**

Lack of other courses.      Special interest related to research or field projects.  
Regular course is full.      Other (specify):

List any Reading and/or Research course(s) previously taken in the same degree program:

|                         |                           |
|-------------------------|---------------------------|
| Student's Signature:    | Date:                     |
| Instructor's Signature: | Graduate Unit:      Date: |

## Section 4: Chair/Director/Graduate Coordinator Approval

|  |                |                           |
|--|----------------|---------------------------|
| <b>*I approve this Reading and/or Research Course.</b>   |                |                           |
| Home Chair/Coordinator*:<br>(sign and print name)  | Graduate Unit: | Date:                     |
| Other Graduate Unit Chair/Coordinator*:<br>(sign and print name)   | Graduate Unit: | Date:                     |
| ROSI Updated (note, when checked, course add/drop form is not required).<br>Graduate Administrator's Initials: |                | Yes, Course Added on ROSI |