

# **Guidelines for Supervisors and Students PNB 3Q03 (Individual Library Study) & PNB 4Q03 (Advanced Individual Library Study)**

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PNB 3Q03 and 4Q03 involve an independent library-based project. These courses provide students with the opportunity to study in depth, under the supervision of an individual faculty member, a topic in psychology of mutual interest. The student is expected to read widely on the topic and to produce a major written document. PNB 3Q03 is open to any student in Level 3 of a program. PNB 4Q03 is only available to students in Level 4 of an Honours program in Psychology. These courses may be taken in Term 1 or Term 2 or Term 3. If taken as a Term 3 course, it is still only 3 units but your time is spread across two terms. Students interested in these courses should submit an on-line pre-registration ballot (see Dept web page) available around the end of January/beginning of February for the following September session.

These courses are also available in the Spring and Summer terms. There is no ballot pre-registration for the spring and summer terms. Permissions are communicated through e-mails with students, supervisors and the department.

Students may select a supervisor from within the Department of Psychology, Neuroscience & Behaviour or from outside the department from our list of approved external supervisors. Students are encouraged to contact potential supervisors before filling out the ballot to find out who might be available and what sorts of projects are available. You will find a link to "Internal and External Supervisors" on the department web page, under "Undergraduate Studies."

## **SUPERVISION**

The student and supervisor should come to a clear understanding as early as possible as to the supervisor's expectations regarding the student's responsibilities, and the time commitment involved for the student. Regular meetings (at least weekly) should be scheduled so that the student is able to obtain continuous guidance, feedback, and support from the supervisor. Although it is primarily the responsibility of the student to meet the specified deadlines, the supervisor should provide a degree of supervision that would allow the student to complete the essay on schedule.

Although it is not possible to give an exact figure for the time required for a successful project, for the Fall and Winter terms, the student should plan on spending, on average, about 10 hours per week if registered in a 1-term course or about 5 hours per week if registered in a 2-term course. Students sometimes run into difficulties because they do not begin the project early enough or pursue it diligently throughout the course and, as a result, leave too much for the end of the term.

Very occasionally, there may be some disagreements between student and supervisor concerning the project. For example, a student may think that he/she is not getting sufficient access to the supervisor to discuss the readings or the preparation of the written report, or the supervisor may think that the student is not fulfilling his/her obligations with respect to the project. It is important that the student and/or supervisor bring such disagreements to the attention of the Undergraduate Secretary as soon as possible. It is too late to deal with such problems when it is almost time for submission of the grade.

## **EVALUATION**

The final grade for PNB 3QO3 and 4QO3 is not determined by a standard numerical formula. Rather, the supervisor will assign a letter grade based on an overall evaluation of the work during the term and of the final written document.

## **DEADLINE**

The date for the submission of grades is determined by the registrar's office. It is usually a few days after the end of classes in December and in April. Students should aim to have completed the project before the last week of classes. The Undergraduate Secretary will inform supervisors of the due date as soon as she receives the grade sheets from the registrar's office.

Extensions of the deadline are rarely granted. If the supervisor thinks an extension is warranted, he/she can request the student to obtain a "Request for Incomplete" form from the Undergraduate Secretary. This form is completed and signed by the student, the supervisor, and the Chair of the Department. This form must be returned to the student's Faculty Office and a copy must be sent to the Associate Dean of Science, if the student is not registered in the Faculty of Science.