

Academic Policy on Guided Readings & Guided Research at UTS

Guided Readings (Code 401 courses) play a significant role in extending the range of the master's curriculum, and more closely harmonizing student special interests and faculty expertise in cases where a full-scale class cannot be offered, or offered with any regularity. There is a great need, however, to standardize what is regarded as an equitable learning experience for Guided Readings of 1, 2, or 3 credits. 'Contact times' in Guided Reading Courses are to be understood to be made up of more than simply professor/student contacts, since they, *de facto*, turn around student/reading list engagements. The corresponding course for doctoral students is Guided Research (Code 502 courses).

A student should not normally accumulate more than 6 **elective** credits of work from Guided Readings in the M.A. program, a total of 9 in the M.Div. program, and a total of 3 in the S.T.M. program. *Exceptions to this rule are to be approved by the Dean's office.*

A guided reading is not intended as an alternative means for pursuing studies normally available in regular academic courses; for this reason such courses are not normally offered when scheduled offerings on the same, or a similar topic, are available in the current academic calendar.

The precise topic/ title, and number of credits, of the Guided Reading must be reported to the Registrar by the sponsoring professor, as part of their indication of granting approval to the course.

(Use the form on the opposite page.)

Union's Policy on Academic Credit for One Credit courses states the following:

The Seminary will consider one semester credit hour to equate to one 50-minute session of classroom instruction during each week of the academic semester, when each of those periods are accompanied by out-of-class reading, research, writing, preparation or project work related to the course which requires, in the estimation of the course instructor, an additional two hours of effort for each in-class session.

A Guided Reading for one credit ought to involve:

- (a) An appropriately designed Reading List, equitable for a one-credit weighting, prepared under the guidance of the professor, and demonstrably addressed either through an end of semester viva exam, or a submitted set of written annotations to the bibliography.
- (b) A person to person encounter with the sponsoring professor on at least two occasions in the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).

Union's Policy on Academic Credit for Two Credit courses states the following:

A two-credit course at the Seminary will involve a total of not less than 100 minutes of in-class instruction each week during the semester, coupled with an additional four hours of weekly out-of-class work.

- (a) An appropriately designed Reading List, equitable for a two-credit weighting, prepared under the guidance of the professor, and demonstrably addressed either through an end of semester viva exam, or a submitted set of written annotations to the bibliography.
- (b) A person to person encounter with the sponsoring professor on at least three occasions in the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).

Union's Policy on Academic Credit for Three Credit courses states the following:

A three credit course at Union will involve a total of 150 minutes of in-class instruction each week, coupled with an additional six hours of out-of-class work weekly.

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A Guided Reading for three credits ought to involve:

- (a) A substantive Reading List prepared under the guidance of the professor, and demonstrably addressed either through an end of semester viva exam, or a submitted set of written annotations to the bibliography.
- (b) A person to person encounter with the sponsoring professor on at least four occasions in the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).
- (c) An essay or other comparable three-credit-weighted assessed project which will form a substantive part of the final grade.

Discussed at the Academic Affairs Committee meeting on March 21, 2012.

Approved as Academic Policy by the Faculty on March 28, 2012.

Revised October 10, 2012.

Guided Reading (xx 401)/ Guided Research (xx 502) Approval

Student's Name: _____

Degree Program: _____

Number of credits previously earned in guided readings: _____
(Three points total allowed for STM; six points total for M.A.; nine points total for M.Div.)

Topic/Title: _____

Number of credits (1, 2, or 3): _____

Course number prefix (*corresponding to the academic discipline, such as ST for Systematic Theology or CH for Church History*): _____

Semester/year: _____

Signature of the faculty member who agrees to direct the guided reading/research

Date: _____

Signature of the academic dean (only needed for override of maximum total points)

Date: _____

Student should submit this approval form to the Registrar's office when registering.