

Social Development Studies (SDS)
Renison University College
Application/Course Proposal for
SDS 495R: Research Apprenticeship and Specialization Approval

Term: Fall Winter Spring Year: 20_____

SDS major average* ***Please note: your SDS major average must be 80% or higher**

**** Please attach an Unofficial Transcript printout from Quest when submitting this form**

Name (Last, First): ID#:

Email Address:

Research Apprenticeship: This course invites students to work with a professor on the latter's research project. During this unpaid apprenticeship (6-8 hrs/week throughout the term) students will do agreed-upon tasks to help them acquire skills and gain understanding of the research process and of the discipline itself. The faculty member (Supervising Professor) and the student will determine the exact duties together. A document outlining these duties must be approved by the SDS Chair and kept on file. The course is offered on a credit/non-credit basis. Paid or volunteer positions outside this course are not eligible for credit.

1. Consult the [Faculty Research Interests](#) page on the SDS website to find a potential supervising professor whose research interests match yours.
2. Check the [Research Apprenticeship](#) page on the SDS website for current and upcoming opportunities.
3. Approach your potential supervising professor well before the beginning of the term (1-2 months) to allow enough time for a project description and student role to be developed. Early submission of forms is highly encouraged.
4. Work with the faculty member (supervising professor) to complete and sign this form. If you plan to take this course towards a specialization, discuss with your supervising professor first to ensure that the research will fit with your chosen specialization.
5. Email the completed form to sds@uwaterloo.ca. Questions can be directed to sds@uwaterloo.ca.

*** Forms are due by the first Friday of each term. ***

Please allow at least 48 hours for the form to be reviewed. If your application is approved by the SDS Department Chair, you will be notified by email, and the Renison Registrar's Office will add the course to your schedule.

Description of Project (if additional space is required, please attach a separate sheet of paper):

Student Role (completed by the Supervising Professor): Description of the role of the student in the formulation of research questions, the design of the research, the data collection and analysis, and the reporting of results. Please specify any other relevant information about the student, and complete the schedule below with milestones and dates.

Schedule (use a calendar together with this form to determine milestones, meeting dates & times, and deadlines)

Date	Tasks, Milestones

Requirements

Reflection paper

You will be required to submit a short reflection paper (minimum 2 pages double-spaced) at the end of the course to document what you have learned during the research apprenticeship, to be reviewed by your supervising professor and kept on file.

Time log

Please submit a time log of your weekly tasks and accomplishments at the end of the course to document how your research time was allocated (6-8h/week), to be reviewed by your supervising professor.

Student Responsibility

The tasks stated above must be met by the end of the term in order to receive credit for the course. Failure to complete the goals outlined will result in a "Fail" or "Incomplete" mark if warranted.

Specializations

Students that are doing a specialization within SDS may be able to take this course as part of their specialization requirements. Please note that department consent is required to ensure that the topic(s) covered fit with the chosen specialization.

I would like this course to count towards my specialization in:

- Diversity & Equity Education Individual Well-Being and Development No specialization chosen
 Social Policy & Social Action

Student Name (please print)

Date

Student Signature

Supervising Professor Name (please print)

Date

Supervising Professor's approval of specialization: Approved Not approved N/A
(to be completed by Supervising Professor)

Supervising Professor Signature

Department Chair's approval of course to be included in chosen specialization *(to be completed by Department Chair):*

Approved Not approved N/A

Department Chair Signature

Date

Comments: _____