

**DEPARTMENT OF COMPUTER SCIENCE & MATHEMATICS**  
**POLICIES & PROCEDURES FOR RESEARCH AND**  
**PRACTICUM COURSES**

1. In accordance with Senate regulations (as per the academic calendar), all students wishing or needing to take any of COSC 3997 Senior Practicum, COSC 4896 Honours Research I, COSC 4897 Honours Research II, COSC 4997 Honours Practicum, MATH 4496 Research Project I, and MATH 4497 Research Project II during the following spring/summer or fall/winter session must apply to the Department of Computer Science and Mathematics in writing no later than 15 February.
2. In applying to take any of the above individualized studies courses, students must complete and submit the attached application form, signed and dated by the applicant and by at least one faculty member who is willing to act as the applicant's supervisor. The application form will include a brief description of the project or problem to be undertaken, as well as an indication of the anticipated goals or outcomes.
3. Prior to 1 March, the Department will meet to review and approve applications, where appropriate, and to assign supervisor(s) to each such approved project. At this meeting, department members should be prepared to indicate those projects which they would like to supervise or are willing to supervise. At the same time, members are also free to point out problems they may foresee in any project and/or to make constructive suggestions which they feel would improve or strengthen any project. While approval of any project and/or its proposed supervisor(s) is not guaranteed, neither should it be unreasonably denied.
4. Early in March, the chair of the Department will inform all applicants of the outcome of their applications, including an indication of the assigned supervisor(s), and any foreseen problems and/or suggestions related to the proposal. The chair will also provide the Dean's Office and Registrar's Office with a list of all approved projects and supervisors, and the terms (i.e. spring, summer, fall, winter) in which these are to be completed.
5. Where appropriate or necessary, a project may be assigned both a principal supervisor and an associate supervisor. The principal supervisor will assume the primary responsibility for overseeing the project, including ongoing consultation with the student (and others, where necessary) and the evaluation of the project report. The associate supervisor will normally play a supporting role, consulting with the student and/or the principal supervisor only when called upon to do so. However, the associate supervisor will be expected to take over the principal supervisor's role in the event that the principal supervisor is unable to carry out his/her responsibilities for any reason.
6. Normally, the principal supervisor for a COSC project will be a computer science faculty member, and the principal supervisor for a MATH project will be a mathematics faculty member. However, exceptions to this practice may be considered and approved by the department (see 7, below).

7. Where a COSC (or MATH) project is undertaken concurrently with, or immediately following, a related MATH (or COSC) project, both projects may utilize the same supervisors. Specifically, should it seem appropriate to do so, two faculty members (one from each discipline) may be appointed co-supervisors for both projects, rather than assigning principal and associate supervisors for each. Likewise, in the case of a single project (whether nominally a COSC or MATH credit) where the work is clearly interdisciplinary and involves significant elements of both mathematics and computer science, co-supervisors (one from each discipline) may be appointed.
8. Once research and placement courses have been approved, students and their supervisors should make every effort to see that these courses are completed in the allotted term. In particular, the assignment of incomplete grades and/or petitions to the dean to extend project due dates for periods exceeding one month should only occur in exceptional circumstances, particularly as this can effectively create an “overload” for students in the following term.
9. In the case of the placement courses COSC 3997 Senior Practicum and COSC 4997 Honours Practicum, the evaluation will be on a pass/fail basis, with a pass denoted on the student’s record by an SAT (satisfactory) designation. Specifically, the final grade will take into account the performance of the student during the placement/practicum period, the assessment of the external supervisor/employer (where applicable) and the final report submitted by the student.
10. In the case of the research courses COSC 4896 Honours Research I, COSC 4897 Honours Research II, MATH 4496 Research Project I, and MATH 4497 Research Project II, the evaluation will result in a numerical grade. Specifically, the final grade will be based on work assigned during the project (50%), the final report submitted by the student (25%) and the student’s research presentation (25%) to the department.

Student name \_\_\_\_\_

Student ID \_\_\_\_\_

Email \_\_\_\_\_

In the table below, mark the course(s) and term(s) for which application is being made:

| Course                        | Spring/Summer<br>May–Aug 2025 | Fall<br>Sep–Dec 2025 | Winter<br>Jan–Apr 2026 |
|-------------------------------|-------------------------------|----------------------|------------------------|
| COSC 3997 Senior Practicum    |                               |                      |                        |
| COSC 4497 Honours Practicum   |                               |                      |                        |
| COSC 4896 Honours Research I  |                               |                      |                        |
| COSC 4897 Honours Research II |                               |                      |                        |
| MATH 4496 Research Project I  |                               |                      |                        |
| MATH 4497 Research Project II |                               |                      |                        |

For each course checked above, complete the form on the following page.

**This application must be submitted (by e-mail or delivered in person) to the chair of Computer Science and Mathematics, or to the relevant program coordinator, no later than February 15.**

Course \_\_\_\_\_

Term \_\_\_\_\_

Project title \_\_\_\_\_

**Project description**

In the space below (attach more pages if necessary), briefly outline the proposed project and clearly specify the expected results/goals. In the case of a practicum course, also indicate the firm/organization where the project will be completed and the name of a contact person there (if other than Nipissing University). In the case of a research project, include a clear statement of the problem being considered or project being undertaken, and list relevant references in the literature, where applicable.

Student name and signature

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty name and signature

Name \_\_\_\_\_

Signature \_\_\_\_\_