

**The University of Winnipeg, Faculty of Graduate Studies
MMFT DIRECTED STUDY APPLICATION FORM**

MEMORANDUM OF UNDERSTANDING

between the Master of Marriage and Family Therapy Program and Mentor

Steps are: (1) read the Guidelines on the back, (2) student and mentor develop a course outline indicating how the guidelines for the directed study will be fulfilled, (3) fill in this form, (4) submit this form with the course outline to the Program Director for approval signature, (5) following notification by Program Director that the course is entered in Colleague submit registration form and this form with applicable fees to Student Central: Attn: Eric Benson.

NOTE: DIRECTED STUDY REGISTRATIONS SUBMITTED AFTER (5) FIVE WORKING DAYS OF COURSE COMMENCEMENT ARE SUBJECT TO A \$20.00 LATE REGISTRATION FEE PER COURSE – contact the Graduate Studies – Student Services Office directly for more information.

TO BE FILLED OUT BY STUDENT (please print in black ink):

Name: _____ Student # _____ Email: _____

Address: _____ City: _____ Prov. _____ Postal Code _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

TO BE FILLED OUT BY MENTOR (please print):

Name: _____ Address: _____

City: _____ Prov: _____ Postal Code _____ Email: _____

Home Phone: _____ Work Phone: _____ Social Insurance Number: _____

I AGREE TO BE A MENTOR FOR (please print):

Name of Student: _____ Course Number: _____

Full Name of Course: _____

Credit Hours: _____ Start Date (D/M/Y): _____ End Date (D/M/Y): _____

The mentor will follow the MFT Graduate Studies guidelines (see over) for Directed Study, submit a grade through WebAdvisor within one week of the ending date and notify the Program Director that it has been submitted. Upon receipt of the grade, the MMFT will remit to the mentor 85% of the tuition fee.

Signature of Mentor: _____ **Date:** _____

**Signature of Program Director (or designate),
Marriage & Family Therapy Program:** _____ **Date:** _____

See Over

Revised 19 November 2015

**The Faculty of Graduate Studies
MASTER OF MARRIAGE AND FAMILY THERAPY PROGRAM**

Upon completion of all forms (DS form, registration form,
applicable payment, & all required signatures), submit to:

**Student Central
Attention: Eric Benson
The University of Winnipeg
Graduate Studies – Student Services
515 Portage Avenue
Winnipeg, MB R3B 2E9**

**Phone:(204) 786-9466
Fax: (204) 786-8656
Email: e.benson@uwinnipeg.ca**

Guidelines for Directed Study

For a three credit course complete:

1. Normally at least eight hours of contact time with the Mentor.
2. Approximately 2000 pages of reading (depending on the nature of the course) taken from a bibliography developed and proposed by the student in conjunction with and approved by the Mentor.
3. An annotated bibliography of 1500 words.
4. A 1500 word integrated reading report.
5. A paper of approximately 5000 words.

For a two credit course complete two-thirds of the requirements for a three credit course.

For a one credit course complete one-third of the requirements for the three credit course.