

**Instructions for Completing and Submitting this Form:**

1. This form is a contract between the student(s) and their instructor (the project supervisor). It must be completed in its entirety in consultation with the supervisor.
2. Complete the form and save it to your computer. While one student may create the document, each student on the team will need to confirm the content, and their obligations for this project, and sign the document. Students are encouraged to create a digital signature and electronically sign the form. *For instructions on how to create a digital signature, see page 4.*
3. Signed forms are to be emailed to the supervisor who will then digitally sign the document and submit it to the Department Chair for final approval. Once the form is signed by the supervisor, it cannot be changed by the Chair.
4. The Chair will submit the form to [ASIndependentStudy@macewan.ca](mailto:ASIndependentStudy@macewan.ca) on or before the deadline to add or drop a class in the enrolment term. Students will be sent a notification to their mymacewan email account once the course has been scheduled.

Please provide your name and MacEwan email address. Indicate if you have completed or are currently taking CMPT 395.

Student Name: _____	Student email: _____	Completed 395	Enrolled 395
Student Name: _____	Student email: _____	Completed 395	Enrolled 395
Student Name: _____	Student email: _____	Completed 395	Enrolled 395
Student Name: _____	Student email: _____	Completed 395	Enrolled 395
Student Name: _____	Student email: _____	Completed 395	Enrolled 395
Student Name: _____	Student email: _____	Completed 395	Enrolled 395

Enrolment Term and Year: \_\_\_\_\_

Course Topic: \_\_\_\_\_

[Course topic should be filled in as it will appear on the student's transcript, using a maximum of 65 characters, including spaces]

Project Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

*If applicable*

Project Co-Supervisor: \_\_\_\_\_

Co-Supervisor Email: \_\_\_\_\_

**Project Description:**

Using three to four sentences, describe your proposed project.

**Course Evaluation and Feedback**

Course evaluation and feedback must include assignment values, due dates, and any other feedback strategies. The student must receive some feedback prior to the term's withdrawal deadline.

**Additional Course Information**

May include details of the contributions that each student will be making to the project.

**Signatures**

This document can be completed with an electronic signature. If you do not have an electronic signature you will need to create one. Instructions on how to create a digital signature start on the next page.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

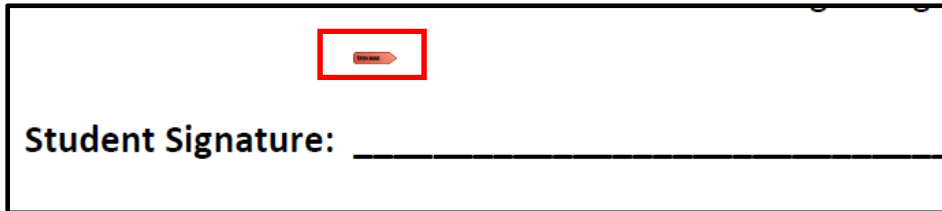
**Department Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## How to Create a Digital Signature

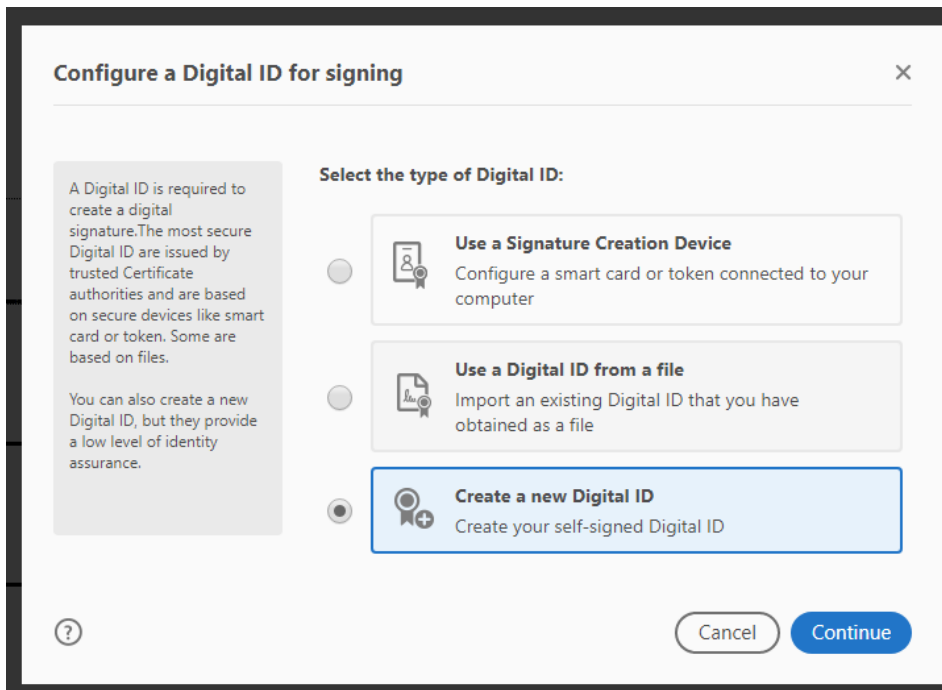
A digital signature is easy to create, and it can be saved to your computer for future signature requirements in Adobe Acrobat. Documents that require a digital signature will have a little red tab by the signature line (see the red box in Figure 1). Click on the red tab to start the process of creating a digital signature.

Figure 1



Once you click on the red tab, the following box will appear (Figure 2). Select “Create a new Digital ID” if you do not already have one. If you have previously created a signature, select “Use a Digital ID from a file”.

Figure 2



Once you select “Create a new Digital ID,” you will be asked if you wish to save the ID to your computer (Figure 3) and then to provide a bit of personal information (name, organizational unit, and email address) outlined in Figure 4.

Figure 3

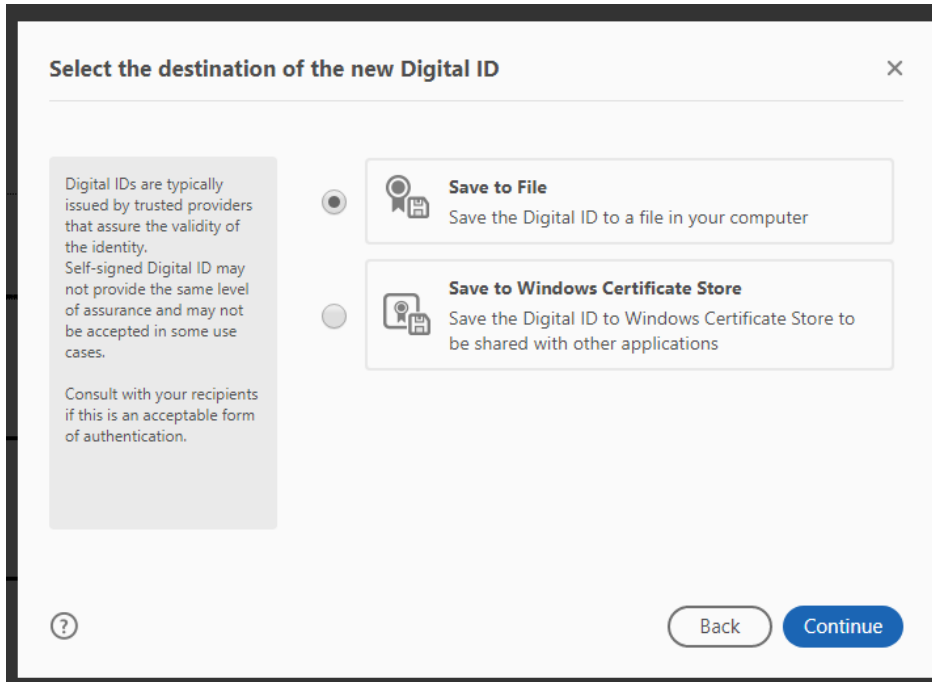
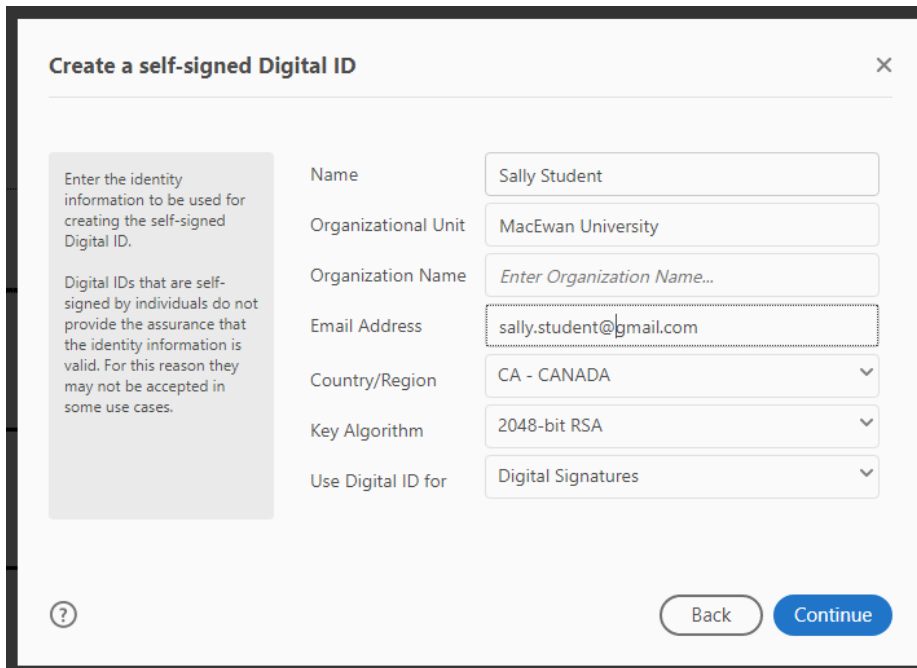
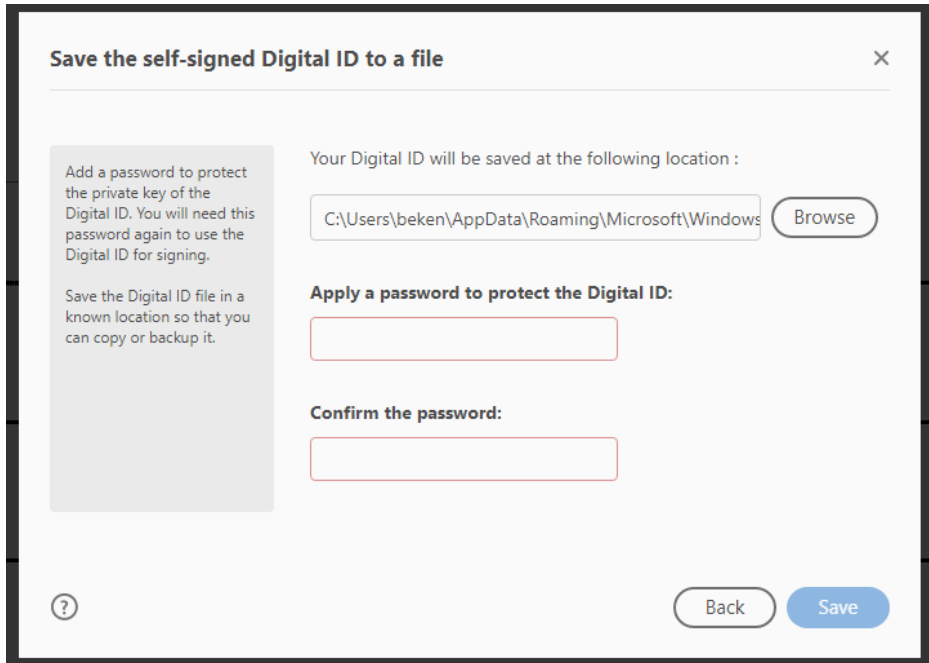


Figure 4



Once you fill in your personal information, select continue and then provide a password (Figure 5). Click the Save button. Please keep this password for future use.

Figure 5



Now your digital signature (or ID) is ready to be added to your PDF. Select your signature (Figure 6) and enter your password in the red box at the bottom (Figure 7).

Figure 6

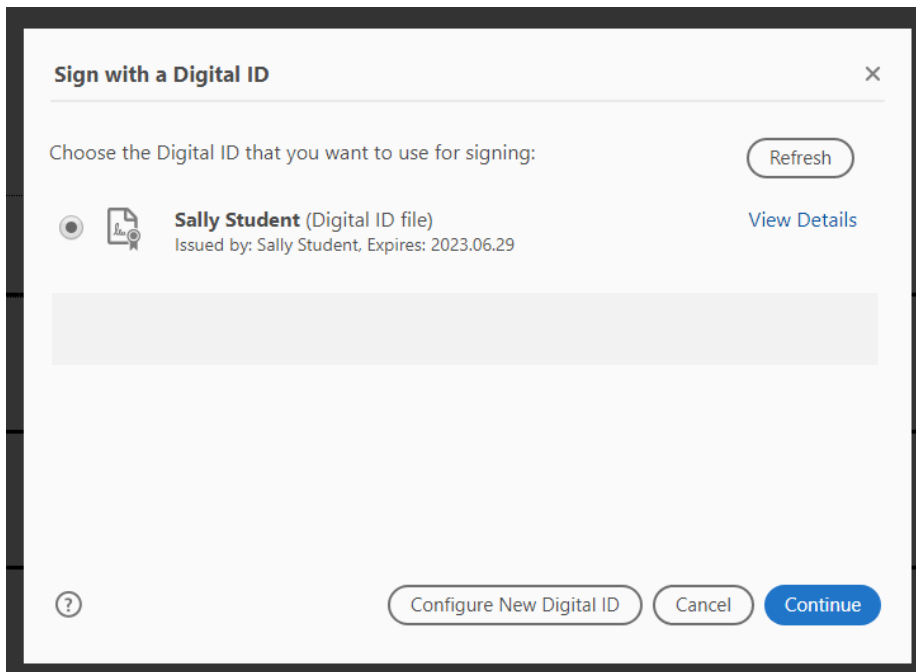
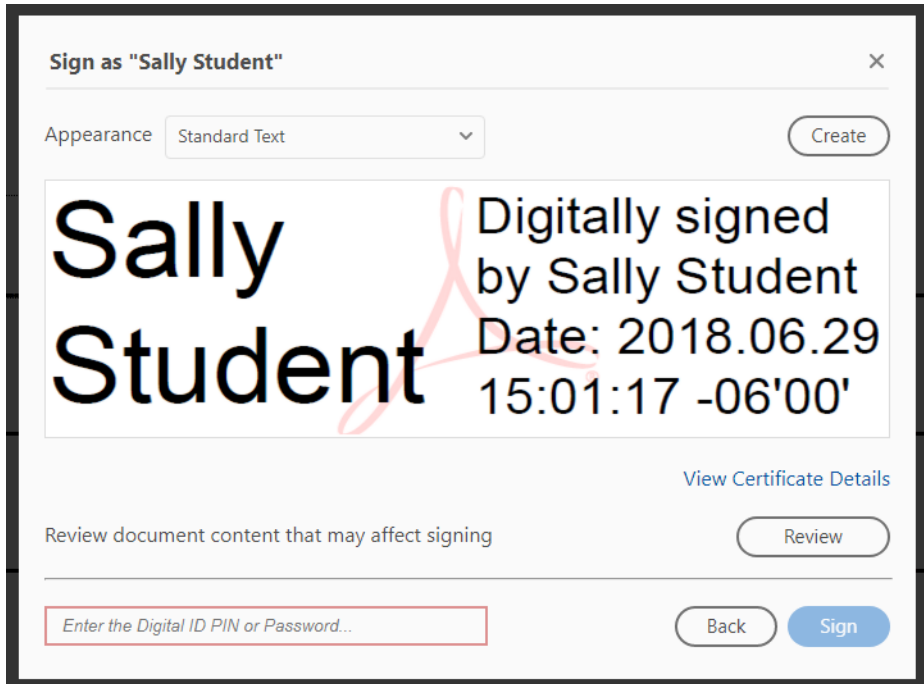
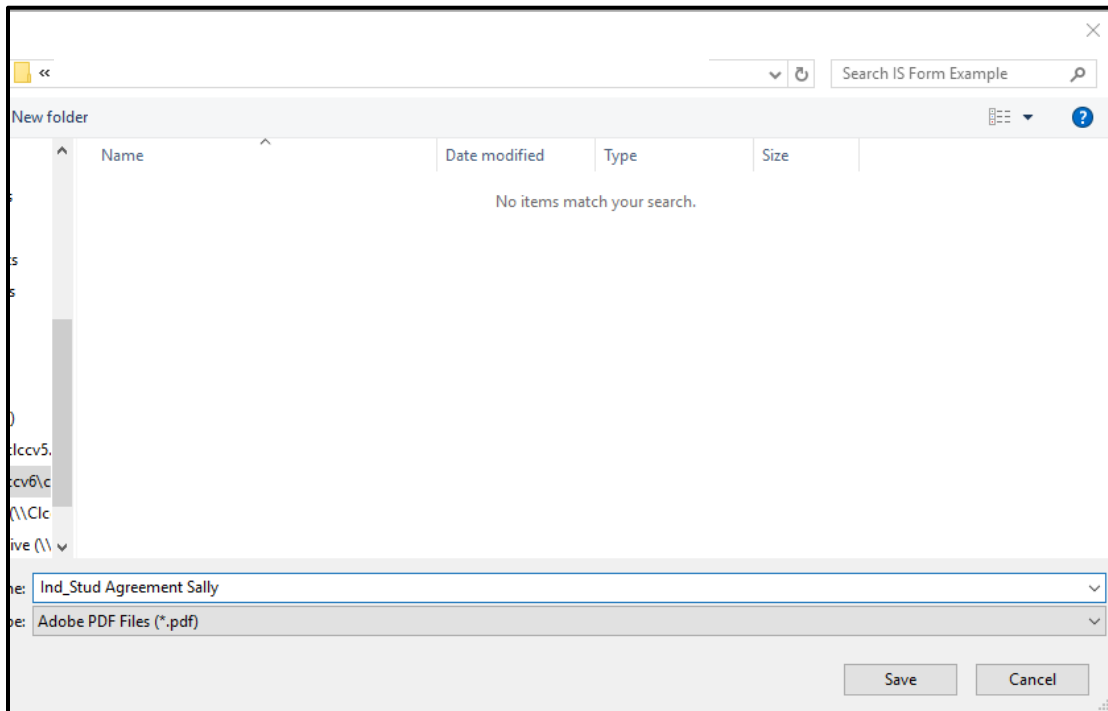


Figure 7



You will then be asked to save your document to your computer (Figure 8).

Figure 8



Your digital signature will appear as in Figure 9.

Figure 9

Signatures	
Student Signature:	<u>Sally Student</u> Digitally signed by Sally Student Date: 2018.06.29 15:03:42 -06'00'
Project Supervisor Signature:	_____
Department Chair Signature:	_____

Once your document has been signed, it is ready for submission. All you need to do is attach it to an email.