

**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.

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

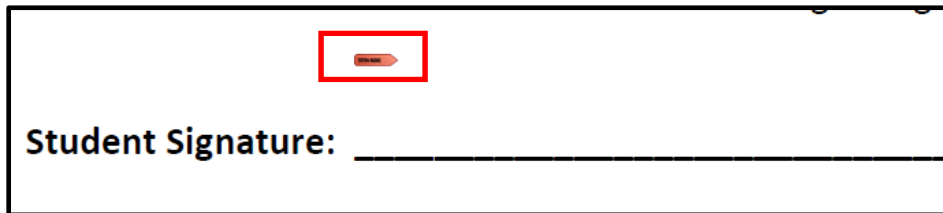
Department Chair Signature: \_\_\_\_\_

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

## How to Create a Digital Signature

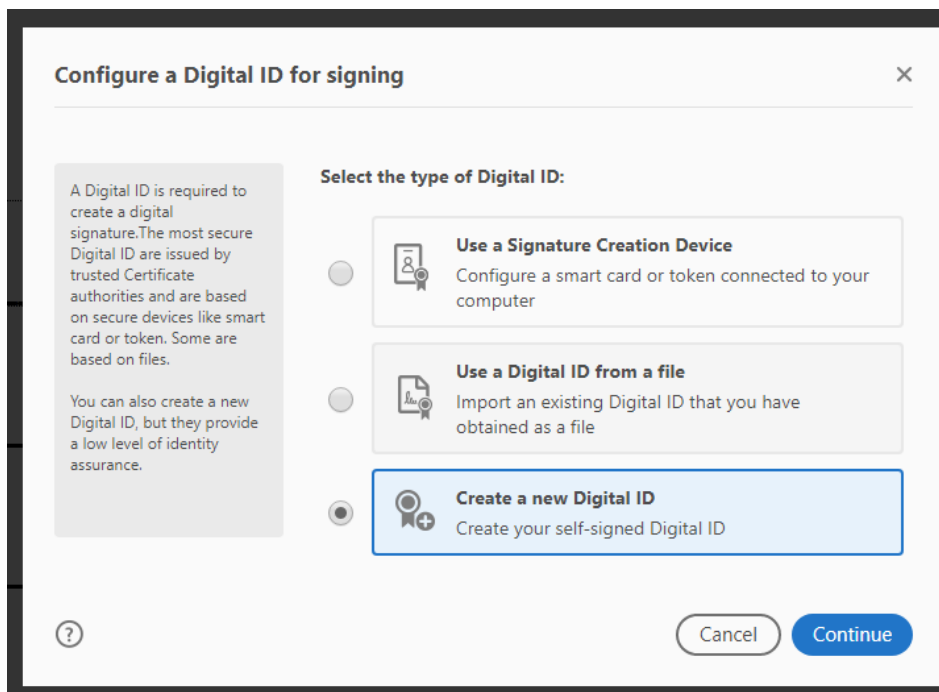
A digital signature is easy to create, and it can be saved to your computer for future signature requirements in Adobe Acrobat. Documents that require a digital signature will have a little red tab by the signature line (see the red box in Figure 1). Click on the red tab to start the process of creating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

**Select the destination of the new Digital ID** [X]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

☒ **Save to File**  
Save the Digital ID to a file in your computer

☐ **Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

**Figure 4**

**Create a self-signed Digital ID** [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Sally Student

Organizational Unit: MacEwan University

Organization Name: Enter Organization Name...

Email Address: sally.student@gmail.com

Country/Region: CA - CANADA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

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**

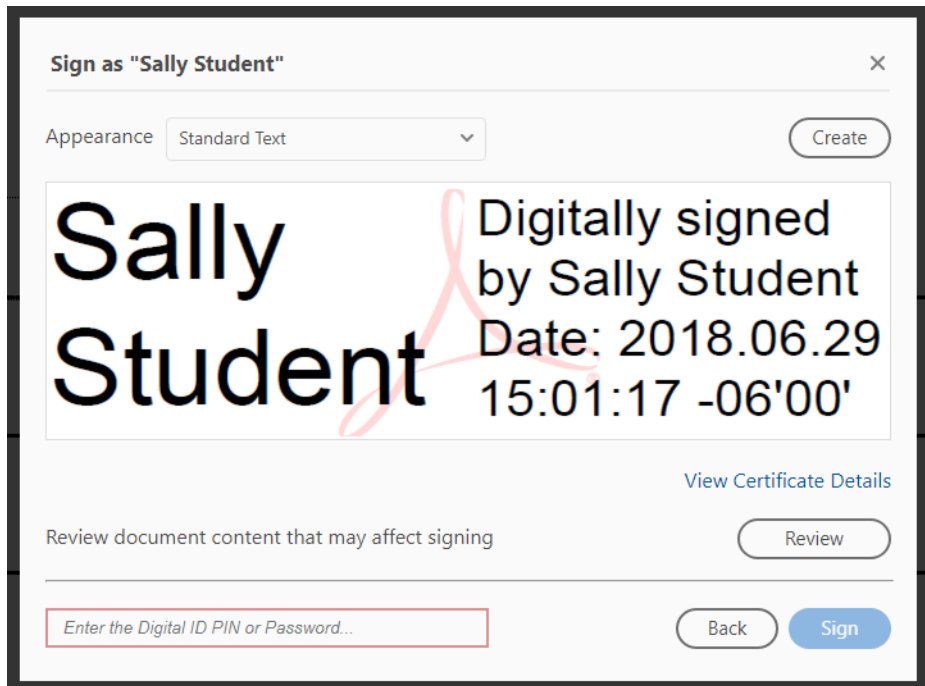
The dialog box is titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box containing two paragraphs: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." To the right of this box, the text "Your Digital ID will be saved at the following location :" is followed by a text field containing the path "C:\Users\beken\AppData\Roaming\Microsoft\Windows" and a "Browse" button. Below this, the text "Apply a password to protect the Digital ID:" is followed by a red-outlined text input field. Underneath that, the text "Confirm the password:" is followed by another red-outlined text input field. At the bottom left is a help icon (?). At the bottom right are two buttons: "Back" and "Save".

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**

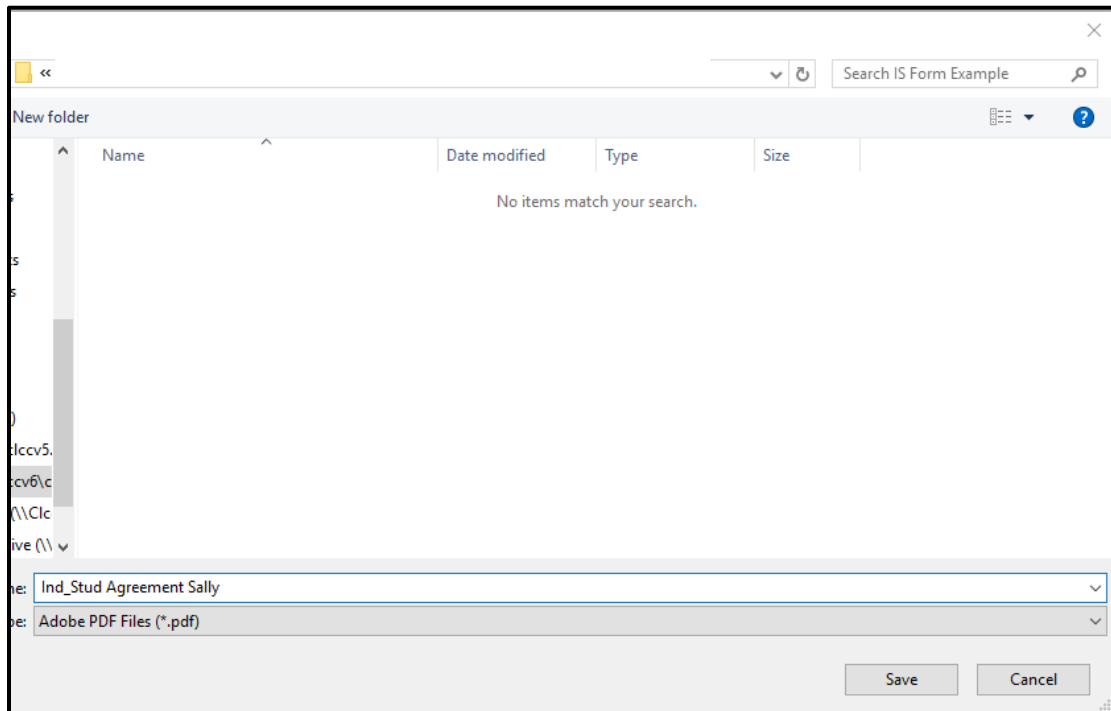
The dialog box is titled "Sign with a Digital ID" with a close button (X) in the top right corner. The main instruction is "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the instruction, there is a list of digital IDs. The first entry is selected with a radio button and includes a document icon, the name "Sally Student (Digital ID file)", and the text "Issued by: Sally Student, Expires: 2023.06.29". To the right of this entry is a "View Details" link. Below the list is a large grey rectangular area. At the bottom left is a help icon (?). At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

**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:** Sally Student 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.