

AHS Independent Study Approval Checklist

The syllabi and learning contracts of independent study courses should be approved by the Director of the AHS Division or program in which the course is offered. Divisions or programs in AHS may wish to appoint a faculty review committee to assist in the review of Independent Study course.

All Independent Study Courses in AHS are expected to meet the minimum requirements described in the following documents:

- Resolution 2012-11. On Minimum Requirements for Course Syllabi
- Independent Study Task Force Recommendations (April 10, 2012)

Course syllabus should include the following:

Satisfactory	Key Elements	Description
	Course Identifiers	Course number, section number, credit hours, department, term, and times at which the class meets
	Instructor Identifiers	Name, office location, office hours, phone number(s), email address, and web address
	Target Audience	How the course fits into a broader educational program and to whom the course is targeted.
	Course Prerequisites	Course prerequisites or other important rules that describe who is eligible to take the course, who can obtain credit, and how to satisfy any special course registration requirements.
	Course Goals and Key Learning Objectives	Descriptions of competencies that students should expect to develop in the course.
	Course Requirements	Kinds of work students must do to successfully complete the course
	Dates	Dates of all examinations and due dates for important assignments shall be listed.
	Grades	How grades will be assigned. In particular, the syllabus shall state how student participation in class will be assessed.
	Course Policies	For example, the consequences of missing an exam; whether regular attendance is expected; the consequences for missing class too often; whether or not late work is accepted
	Final Exam	The syllabus shall state that the course final exam is given in compliance with UNC final exam regulations and according to the UNC Final Exam calendar.
	Course Resources	A complete list of text books and other course resources, an explanation of how to access them. Contact information for teaching assistants, whether and how Sakai is used.
	Honor Code	Requirements that could have Honor Code consequences (e.g whether exams are closed open book)
	Time Table	A course calendar that gives topics and assignments for each class meeting.
	Syllabus Changes	It is appropriate to include in the syllabus a clause that informs students of possible modifications due to unforeseen events

Other considerations:

1. Does the Learning Contract contain, at a minimum, the information in the Independent Study Task Force Recommendations (April 10, 2012)?
2. Does the learning contract include the method of evaluation?
Undergraduate courses must include a final assessment (i.e. final examination) unless the Provost grants an exception. Division Directors, as heads of instruction units must give permission for faculty to use nontraditional examinations such as portfolios of a semester's work.
3. Is the credit hour assignment for the course appropriate?
Note: One semester credit hour equals not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks. Though offered in a different format, the independent study course should involve learning outcomes equivalent to the same credit hours in a traditional lecture course within a Division
4. Is the amount of student work in the independent study course equivalent to the amount of work in other courses in the Division or program that carry the same amount of credit?
5. Do the learning objectives describe a progression of student learning throughout the semester?
6. In a research or laboratory situation, is there a clear difference between what students are gaining by taking this course versus the role of a research assistant or volunteer?
7. Does the instructor meet regularly with the student throughout the semester?
8. If this is an undergraduate course, does it have the appropriate course number?
196,296,396 for Undergraduate Independent Study / Reading courses
496, 596, 696 for Undergraduate / Graduate Independent Study / Reading courses
9. Does the course meet the requirements for the number of students a faculty member can supervise?
The number of students a faculty member may supervise during a semester or summer session should not exceed two. Exceptions to this restriction are described on page 7 of the Independent Study Task Force Recommendations (April 10, 2012