

CEMS SYLLABI GUIDELINES FOR INDEPENDENT STUDY COURSES

All Independent Study syllabi for courses taught by CEMS faculty must include the following:

Logistical Information

- Course title, course number, section, credit hours
- Instructor name, contact info, office hours, and location
- Meeting expectations

Course Description

The course description should give students an overview of this course. This usually includes:

- the purpose of the course
- main concepts, knowledge areas, topics covered and/or questions explored in the class
- how the course topics relate to each other
- how the course will be structured (e.g. lectures, labs, group work, etc.)

Learning Objectives

Learning objectives clearly state what skills or knowledge students should have mastered upon completion of the course. Generally speaking, they should focus on the main concepts to be gained in the independent study and how those concepts can be applied. Learning objectives can be framed by the clause “After completing this study the student will be able to:” (followed by the list of learning objectives). If applicable, faculty may indicate in this section professional standards for their field that align with course objectives.

Required Course Materials

- Books and availability (e.g. library reserve, bookstore etc.)
- Articles (on reserve, linked, coursepack, etc.)
- Media (location of required films, audio, etc.)
- Required software (provide links for download) and internet access requirements

Grading Criteria/Policies

- Grade components (percentages or point values for different types of graded work)
- Late policy and any other grading policies (e.g. letter grade ranges; exam curving)
- For 200-level courses that count towards graduate credits, should include differences in grading criteria for graduate versus undergraduate credits should students from each population be involved.

Assessments (Graded Work)

- Brief descriptions of homework/assignments, projects, papers, and any other graded work. You may choose to include a description of the instructional goal or purpose for each assessment category, as well any specific policies (e.g. papers must be typed, double-spaced).
- An explanation of the exam structure and policies
- A summary of due dates for assignments and exam dates

- Where grades will be posted for students to check their progress (consider using Blackboard).
- Rubric of the grading criteria for the course

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UVM policies below – you can just leave the text as is

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Statement about Academic Integrity

<https://www.uvm.edu/policies/student/acadintegrity.pdf>

Statement on Alcohol and Cannabis in the Academic Environment

As a faculty member, I want you to get the most you can out of this course. You play a crucial role in your education and in your readiness to learn and fully engage with the course material. It is important to note that alcohol and cannabis have no place in an academic environment. They can seriously impair your ability to learn and retain information not only in the moment you may be using, but up to 48 hours or more afterwards. In addition, alcohol and cannabis can:

- Cause issues with attention, memory and concentration
- Negatively impact the quality of how information is processed and ultimately stored
- Affect sleep patterns, which interferes with long-term memory formation

It is my expectation that you will do everything you can to optimize your learning and to fully participate in this course.

Statement on Students with Disabilities

In keeping with University policy, any student with a documented disability interested in utilizing accommodations should contact SAS, the office of Disability Services on campus. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly encouraged to meet with their faculty to discuss the accommodations they plan to use in each course. A student's accommodation letter lists those accommodations that will not be implemented until the student meets with their faculty to create a plan. Contact SAS: A170 Living/Learning Center; 802-656-7753; access@uvm.edu; or www.uvm.edu/access

Statement on Religious Holidays

Students have the right to practice the religion of their choice. Each semester students should submit in writing to their instructors by the end of the second full week of classes their documented religious holiday schedule for the semester. An arrangement can then be made to make up the missed work.

Statement on Student Athletes

In order to be excused from classes, student athletes should submit appropriate documentation to the Professor in advance of all scheduling conflicts within the first two weeks of class. Those missing class are expected to submit make-up assignments within a reasonable time period.