

Departmental Guidelines for Individual Study Courses (EEL 4905, 5905, 6905)

This set of guidelines is intended to provide a standard that is expected for an individual study course, providing faculty and students with a common understanding and expectation for the course.

What it is:

1. An individual study course is used by a student to study and gain knowledge of a topic which is not a part of a regularly-offered course. For example, a graduate student is required to master a topic which is necessary to support his/her research.
2. The expectation should be that the student learn and cover approximately equivalent material to a regular course of the same level and credits. It counts the same and should have equivalent learning outcomes.

What it is not:

1. They should not be a means to do regular course work. If the topic is close to a regular course offering, the student should take the regular course.
2. They are not for work-related learning experiences. We have approved internship credit at all levels. Students may take individual study while on internships; however the individual study should not be a rehash of work-related materials. It should be separate and independent of the work assignments.

Requirements:

1. A proposal form will be submitted to the Students Services Office at the beginning of the semester, along with the other required paper work. The proposal is based on an agreement for the course between the faculty member and the student at the beginning of the semester. It should list the topics and learning outcomes for the student, along with how the student will demonstrate their mastery of the subject.
2. A report will be submitted to the faculty member at the end of the semester, based on which a summary report form will be submitted to the Student Services Office.

Drop/add policy:

An individual study course cannot be added beyond the cut-off date:

- For an undergraduate individual study course, the cut-off date is the official drop-add deadline for that semester.
- For a graduate-level course, ECE's graduate drop/add policy (as stated in the Graduate Guidelines) applies to an individual study course added after UF's drop/add deadline - it cannot be added after the official midterm for that semester without petition.

Suggested practices:

1. Set expectations for grading based on what is learned and mastered. Return graded material to the student regularly.
2. Individual study should include regular one-to-one meetings to answer questions and provide direction.
3. These are graded courses and should be handled similarly to regular courses. A grade needs to be assigned on the work products, for example papers, reports, oral discussions, projects. Material should be graded and returned to the student promptly.