

To: Steering Committee, UNCW Faculty Senate
From: Nathaniel Grove, Chair, Academic Standards Committee
Date: August 26, 2013
Re: Individualized Instruction Courses

Whereas, UNC General Administration has requested that all campuses comply with the following policy:

UNC Policy 700.6.1 [R]

III. Review and Approval of Nonstandard Courses and Course Sections

All campuses will have processes and policies to ensure that all forms of individualized instruction conform to the basic guidelines pertaining to other undergraduate courses, including but not limited to a syllabus or learning contract specifying expected student learning outcomes, number of hours of expected work, grading information, and scheduled meeting times with the faculty member.

The Academic Standards Committee, therefore, offers the following Academic Affair policy in order to bring UNCW into compliance with UNC Policy 700.6.1 [R]:

“Academic Affairs Policy on Individualized Instruction Courses

Best practices and the UNC Policy Manual (policy 700.6.1[R]) require that all forms of individualized instruction include a syllabus or an analogous form of learning contract that specifies expected student learning outcomes, the number of hours of expected work, grading information, and expectations for meeting times with the instructor.

Directed independent study, internships, and honors program individualized instruction courses must have a description of course, project and/or individual learning objectives; the number of credit hours for the experience (which translates into expected hours of work based on UNCW’s credit hour definition and policy); grading and evaluation methods and expectations; as well as expectations for meetings with the instructor. These requirements are included in the UNCW enrollment forms for directed independent study, internships, and honors, as well as in supporting documentation for some activities (e.g. student or faculty guidebooks).

This policy will be implemented as soon as approved by Faculty Senate and the Administration.”