

## **Academic Integrity Policy 700.6.1**

Registrars have received communication from Dr. Karrie Dixon regarding implementation requirements related to this policy. Section IV of the policy details the supervision and evaluation of faculty and faculty administrators. This section states that all campuses will have guidelines on the number of undergraduate independent studies a faculty member may teach per term. If campuses choose to enumerate a limited number of circumstances under which expectations to these limits may be approved, guidelines must enumerate the required individuals (by position) who must grant approval. (September 2013).

## **Academic Integrity Policy 700.6.1[R]**

### **I. Registrar and Student Records Best Practices**

*D. All campuses will have course numbering and reporting conventions that utilize separate section numbers to identify independent study courses taught by individual faculty members. (May 2014)*

### **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. (September 2013)*

### **IV. Supervision and Evaluation of Faculty and Faculty Administrators**

*A. All campuses will have guidelines on the number of undergraduate independent studies a faculty member may teach per term. If campuses choose to enumerate a limited number of circumstances under which exceptions to these limits may be approved, guidelines must enumerate the required individuals (by position) who must grant approval. (September 2013)*

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### **III. Nonstandard Courses**

UCCC approved and defined nonstandard instructional formats that require a student course agreement to include:

- **Research**
- **Independent Study (Individual Study)**
- **Special Problems**
- **Other Non-standard**

**Contract Template** has been developed to incorporate requirements that UNC-GA set forth. Faculty/Departments can add more detail to the contract but must complete the template detail.

## Course Agreement for Students Enrolled in Non-Standard Courses

Students and Faculty participating in individualized instruction under the following course formats are required to complete a course agreement.

- Individualized Independent/Directed Study
  - A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline.
- Research
  - Faculty-supervised individual or group research related to a specific interest or academic discipline.

The Agreement must specify the information listed in the table below. Additional departmental/college requirements for individualized instruction may be included in this form or as an attachment (ex: syllabus).

This form must be completed at the time of enrollment and retained within the departmental office for the course. Departments will be required to verify the enrollment agreement has been completed and signed.

Information Required	Response
Student Name ( <i>print</i> )	
Student ID	
Student Contact Email	
Classification ( <i>FR,SO,JR,SR</i> )	
Degree (Plan)	
Course Enrollment Term/Year	
Course Prefix/Number/Section	
Course Credit Hours Assigned ( <i>1-6</i> )	
Topic Title	
Supervising Faculty Member Name and Title ( <i>print</i> )	
Supervising Faculty Contact Information	
Minimum Number of Hours of Expected Work	
Student Learning Outcomes	
List Project Work/Assignments and if available, Scheduled Due Dates	
List Method of Evaluation/Grading	
Planned Consultation/Meeting Schedule with Faculty Member	
List other course detail as needed and/or attach additional documentation	
<b>Student Signature</b>	
<i>I have discussed the course requirements with the supervising faculty member and understand and agree to these requirements and to the number of credits that I am to receive upon successful completion.</i>	
<b>Student Name (print):</b>	<b>Student Signature:</b>
<b>Supervising Faculty Signature</b>	
<i>I have discussed the course requirements with the student and agree to the terms of this agreement.</i>	
<b>Faculty Name (print):</b>	<b>Faculty Signature:</b>
<b>Notification of Course Agreement</b>	
<b>Department Head Name (print):</b>	<b>Department Head Signature:</b>

Course Instructional Format options	Instructional Format Definition	Contact Hours to Credit Hour Ratio (per week over 15 weeks)	Detail	SIS Code
<b>Clinical/Clinical Rotation</b>	A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	Variable (See detail section)	Contact Hours vary depending on the requirements for the clinical experience.	CLN
<b>Discussion</b>	A required session where students can discuss course material, get answers to questions and practice problems under the supervision of the instructor or teaching assistant. (See detail section for expanded definition)	1:0	<u>Expanded Definition:</u> <b>Discussion or Problem Session:</b> To describe a required and potentially graded course component of no more than 50-minutes per week that introduces <i>no new or substantively more complex supportive material</i> relative to the normative course component. <b>Such component shall convey no credit hours.</b> (1 contact hour (50 min) = 0 credits)	DIS
<b>Field Work</b>	A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours	FWK
<b>Independent Study (Individual Study)</b>	A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble. <b>*Contract required. Syllabus optional.</b>	Variable (See detail section)	<i>Independent Study.</i> Credit and contact hours are determined on an individual student basis with the assigned faculty member and department head but may be no more than 6 credits per student.	IND
<b>Internship</b>	A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity. <b>*Contract required.</b>	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours  <i>This instructional format does not apply to the Cooperative Education Program – Co-Op is not a course component at NC State.</i>	INT

<b>Laboratory</b>	A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces. <i>(See detail section for expanded definition)</i>	SC 3:1 NSC 2:1	<u>Contact Hours:</u> <ul style="list-style-type: none"> <li>• <u>Completely Self-Contained (SC): 3 contact hours = 1 credit hour (3:1)</u></li> <li>• <u>Non-Self-Contained (NSC)</u> (requires outside preparation by student): <b>2 contact hours = one credit hour (2:1)</b></li> </ul> <u>Expanded Definition:</u> Laboratory describes a class in which all students are “practicing” an application of a scientific or technical nature that, for the most part, has already been delivered in the lecture class. Content in a lab is based on theory or content from an associated course. Further, all the students in the room are following a similar set of instructions. Because it is instruction-based, it requires less minute-to-minute responsibility for the faculty member to interact with individual students than in a studio. The role is facilitation of students in an exercise-oriented activity for which there is a single goal or outcome.	LAB
<b>Lecture</b>	A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline by an expert or qualified representative of the field or discipline.	1:1		LEC
Lecture and Lab	A course that requires the combined attributes of a Lecture course and a Lab course.	Variable <i>(See detail section)</i>	Contact hours should be an aggregate of the contact hours for lecture and lab based on the existing lecture and lab contact hour guidelines	n/a
<b>Physical Activity</b>	A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.	2:1	<u>Expanded Definition:</u> A course instructed by faculty requiring students to participate in a physical activity to apply skills and/or techniques that are delivered in the lecture portion of the class. The physical activity develops fundamental psychomotor skills and health-related fitness components.	ACT
<b>Practicum</b>	A course requiring students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours	PRA
<b>Problem Session</b>	A required session where students can discuss course material, get answers to questions and practice problems under the supervision of the	1:0	<u>Expanded Definition:</u> <b>Problem or Discussion Session:</b> To describe a required and potentially graded course component of no more than	PRB

	instructor or teaching assistant. <i>(See detail section for expanded definition)</i>		50-minutes per week that introduces <b>no new or substantively more complex supportive material</b> relative to the normative course component. <b>Such component shall convey no credit hours.</b> (1 contact hour (50 min) = 0 credits)	
<b>Recital, Performance, or Ensemble</b>	A course requiring recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students, through practice or rehearsal, engage in the creative and artistic act of performing works of music, dance, or theatre for a jury or audience."	Variable <i>(See detail section)</i>	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester/term per credit applies.	PRF
<b>Recitation</b>	A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course. <i>(See detail section for expanded definition)</i>	1:1	<u>Expanded Definition:</u> <b>Recitation:</b> To describe a required and potentially graded course component of no more than 50-minutes per week that <i>introduces new or substantively more complex supportive material</i> relative to the normative course component. Such component shall convey 1 credit hour. Introduces new material and student will receive <u>credit</u> . 1 contact hour (50min) = 1 credit hour	REC
<b>Research</b> (Undergraduate)	Faculty-supervised individual or group research related to a specific interest or academic discipline. <b>*Contract required. Syllabus optional.</b>	3:1		RSC
<b>Seminar</b>	A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences <b>led</b> by an expert or qualified representative of the field or discipline.	1:1		SEM
<b>Studio</b>	A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment. <i>(See detail section for expanded definition)</i>	1.5:1	<u>Contact Hours:</u> <ul style="list-style-type: none"> <li>1.5 contact hours constitutes one credit hour (1.5:1)</li> </ul> <u>Expanded Definition:</u> Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain a specific outcome. Because it is not instruction-based, this requires	STD

			more minute-to-minute responsibility for the faculty member to engage individual students towards their goal.	
<b>Student Teaching</b>	A course requiring students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours	TEA
<b>Other Format offerings:</b>				
<i>Special Topics</i>	A special topics course is a course offering on an experimental basis or as needed to present materials not normally available in regular course offerings. Limit of 2 offerings as a special topic. <b>*Syllabus and topic ID required for each offering.</b>	Variable (See detail section)	Credit and contact hours should follow the contact hour guidelines for the type of instructional format being used for the offering. <b>No more than 2 offerings of a course as a special topic is permitted.</b> Any additional offerings must be under a permanent course number.	n/a
<i>Special Problems</i>	Faculty-supervised academic study in the discipline or field involving 2 or more students focused around a central theme. <b>*Syllabus or contract required.</b> <b>Topic ID required for each offering.</b>  This is not to be used for a special topics course offering.	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester/term per credit applies.	n/a
<b>NOTES:</b>	*Course Agreement Form available from Registration and Records ( <a href="http://ncsu.edu/registrar/forms/index.html">http://ncsu.edu/registrar/forms/index.html</a> )			