The University of Tennessee at Chattanooga
College of Health, Education and Professional Studies

Individual Studies Syllabus

DOCTORATE in LEARNING and LEADERSHIP
Learn. Collaborate. Lead.

Term:	
Course Title: LEAD 7997R Individual Studies:	
CRN:	
Credits:	**Modality:** Internet **Location:** Virtual Classroom
Student Name:	
Faculty Name(s):	
Faculty Email(s):	

Course Description:

Course Learning Outcomes:

Relationship to Program Competencies (Comprehensive Assessment):

Required Readings:

Deliverables/Assessment/Evaluation/Grading:

Activity	Deliverable	Points	Weighting of Course Grade
	TOTALS		**100%**

Final Grade	Percentages	Definitions
A	92% +	**A** represents an evaluation of work which **exceeds** competency standards, depicts mastery, and demonstrates an exceptional understanding of the subject matter.
B	84% +	**B** represents an evaluation of work which **meets** competency standards for thoroughness and depicts a thorough understandingof the subject matter.
C	75% +	**C** represents an evaluation of work that is **satisfactory** relativeto standards of competency but lacks some areas of thorough understanding of the deliverables and the subject matter.
F	74% & lower	**F** represents **unsatisfactory** work.

Course Schedule/Calendar:

UTC Learn/Internet Delivery: All LEAD Individual Studies courses will employ the UTC Learn LEAD course shell framework, including: Course syllabus, deliverables, course materials, and discussions for consistent and regular progress reporting.

Written Deliverables: All course deliverables should be prepared using APA style (6th or 7th edition based on program start date) coupled with style and formatting guidelines according to the UTC Graduate School (link: **Thesis and Dissertation Standards**). Please note that an abstract and running head are not required, however, please include your name and the page number inthe header. Deliverables including documents and draft documents should be submitted in Microsoft Word format, using Times New Roman, 12 point font size, unless otherwise specified by the instructor(s). All written papers should incorporate the use of EndNote bibliographic software.

Late Deliverable Policy: Late submission may result in point deductions.

Academic Integrity & Professional Fitness: Refer to the Graduate Catalog & Program Guide for details.

Accommodation Statement: If you have accessibility and accommodation requests,contact the Disability Resource Center at 423-425-4006 or email DRC@utc.edu.

Technology Requirements/Skills/Support: Refer to the Program Guide for details. If you have problems with your UTC email account or with UTC Learn, contact the IT Help Desk at 423-425-4000 or ithelp@utc.edu.

Instructor Grading and Feedback Response Time: Deliverable grades and feedbackwill be posted within 14 days of the deliverable due date.

Incomplete Policy: Refer to the Graduate Catalog and the Program Guide for details.

Honor Code Pledge: I pledge that I will neither give nor receive unauthorized aid on any test or assignment (deliverable). I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to ensure that theHonor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

Confidentiality Statement: The requirements of this course may include discussion of situations from various organizations. The participant is to remove all names from any documents submitted, including the name of the organization. If the document could still be used to identify the specific organization or individual(s) involved, the participant should alter part of the fact pattern to ensure that identification cannot occur. The professor recognizes that such documents are sensitive and may be politically charged, and therefore requires the following additional precautionary actions: Participants must respect the confidentiality of other organizations discussed inclass and refrain from discussing information or specifics of any organization outside of class. Failure to do so will be considered a violation of the Student Honor Code and will be reported as such. Disciplinary consequences will be imposed. Refer to the Graduate Catalog and Program Guide for details.

Student (Participant) Conduct Policy: UTC's Academic Integrity Policy is stated in the Student Handbook.

Course Learning Evaluation: Course evaluations are an important part of our effortsto continuously improve the learning experience at UTC. Toward the end of the semester, you will receive a link to evaluations and are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymousevaluation.

Attendance & Contribution Requirements: This course is conducted completely online and

does not require a face-to-face synchronous component. However, participants are expected to actively engage and contribute throughout the course, including specific activities (i.e., discussions, peer partnerships, assigned deliverables) in a meaningful way that contributes to your learning, as well as the learning of others,through the use of course material and your experiential learning as a basis for your data-informed opinion. If a participant feels that s/he has an impossible conflict that would prohibit timely and routine contribution to the course activities or submission ofa deliverable, s/he should consult the instructor(s) as soon as the conflict is identified, well in advance of the expected contribution or deliverable due date.

Communication/Faculty Response Time: Class announcements will be made through UTC Learn and via email. Please check your UTC email and UTC Learn on a frequent basis. If you have problems with accessing your UTC email account or UTC Learn, contact the IT Help Desk at 423-425-4000. Typically, course related questions that are notpersonal in nature should be submitted to the Ask the Instructor(s) discussion in the LMS (UTC Learn), course related questions that are personal in nature should be submitted to the instructor(s) directly via email, and questions that are not course related should be submitted via email to the Program Office at utclead@utc.edu.

Participants can expect faculty to respond to inquiries within three business days, even if the response is to simply inform the participant that the faculty member is working on theinquiry and will reply in greater detail soon. Instructor(s) will respond to posts in the Ask the Instructor(s) discussion within 48 hours on weekdays and within 72 hours on weekends.