

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

Individual Studies Syllabus



**Term/Year:**

**Course Title:** LEAD 7997R Individual Studies:

**CRN (to be entered by department):**

**Credits:**

**Modality/Location:** Internet

**Student Name:**

**UTC ID:**

**Instructor(s):**

**Instructor Email Address(es):**

**Course Description:**

**Course Learning Outcomes (CLOs):**

**Required Readings:**

**Deliverables/Assessment/Evaluation/Grading:**

<b>Activity</b>	<b>Deliverable</b>	<b>Points</b>	<b>Weighting of Course Grade</b>
<b>*REQUIRED*</b> Bi-Weekly Update Discussion	Meaningful Contributions in Bi-Weekly Updates	(100 points per deliverable)	(%)
	<b>TOTALS</b>	points	<b>100%</b>

Final Grade	Percentages	Definitions
A	92% +	<b>A</b> represents an evaluation of work which <b>exceeds</b> competency standards, depicts mastery, and demonstrates an exceptional understanding of the subject matter.
B	84% +	<b>B</b> represents an evaluation of work which <b>meets</b> competency standards for thoroughness and depicts a thorough understanding of the subject matter.
C	75% +	<b>C</b> represents an evaluation of work that <b>needs improvement</b> relative to standards of competency but lacks some areas of thorough understanding of the subject matter.
F	74% & lower	<b>F</b> represents <b>unsatisfactory</b> 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 (6<sup>th</sup> or 7<sup>th</sup> 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 in the 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. Leave yourself time to reread and revise written work before the due date.

**Late Submission of Deliverables:** Late submission of deliverables may result in point deductions. Participants should notify Instructor(s) of late submissions as soon as possible.

**Virtual Classroom Presence:** In order to enhance the interactions within the Virtual Classroom, participants are expected to upload and maintain an appropriate head and shoulders profile image in UTC Learn (Canvas). Additionally, unless specific pre-approval has been given by the instructor(s), participants are expected to keep their webcams turned on during course(s) if connected virtually. Contribution points are directly related to ongoing engagement during course(s).

**Accommodations:** If you have accessibility and accommodation requests, contact the [Disability Resource Center](#) at 423-425-4006 or email [DRC@utc.edu](mailto:DRC@utc.edu).

**Technology Requirements/Skills:** Refer to the Doctoral Program Guide for details.

**Technology Support:** If you have problems with your UTC password or with UTC Learn (Canvas), please contact the [IT Help Desk](#) at 423-425-4000 or [ithelp@utc.edu](mailto:ithelp@utc.edu).

**UTC Bookstore:** The UTC Bookstore will price match Amazon and [Barnes and Noble](#) prices of the exact textbook (same edition, ISBN, and format, with the same rental term). For more information, go to the [Bookstore Price Match Program](#), visit the bookstore in the University Center, email [sm430@bncollege.com](mailto:sm430@bncollege.com), or call 423-425-2184.

**Academic Integrity & Professional Fitness:** Refer to the Doctoral Program Guide and [Graduate Catalog](#) for details.

**Student (Participant) Conduct Policy:** UTC's Student Code of Conduct and Honor Code (Academic Integrity Policy) can be found on the [Student Conduct Policy page](#).

**Online Academic Integrity Pledge:** As an online student (participant), I pledge not to engage in plagiarism, unauthorized collusion, deception, or the use of unauthorized resources in my online classes. I pledge that my work will be done independently, unless directed otherwise by my Instructor(s), that my work will be original, and that my work will be my own.

As an online student (participant), I understand that my activities within the online environment are monitored electronically and are subject to investigation should the Instructor(s) suspect any dishonest activity. I understand that I have a unique login and password for signing in to my online classes and that I will not share that information with others.

Should I become aware of others engaging in any of these activities, I will report such activities to the Instructor(s) of the course either by email or by telephone. Furthermore, I understand that should I violate this honor code for online learning, I may be subject to dismissal from the institution.

**Honor Code Pledge (from the UTC Student Handbook):** As a student (participant) of the University of Tennessee at Chattanooga, I pledge that I will not give or receive any unauthorized assistance with academic work or engage in any academic dishonesty in order to gain an academic advantage. I will exert every effort to ensure that the Honor Code is upheld by myself and others, affirming my commitment to a campus-wide climate of honesty and integrity.

**Intellectual Integrity:** Intellectual honesty is vital to an academic community and for our fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. The use of ChatGPT or any other AI composition software is strictly prohibited in all coursework. This includes, but is not limited to, the use of AI-generated text, speech, or images, as well as the use of AI tools or software to complete any portion of a deliverable, assignment, discussion post, or presentation. Any violations of this policy will result in disciplinary action, up to and including a failing grade for the assignment or course. Our goal is to encourage critical thinking and creativity, and the use of AI detracts from this objective. Participants are expected to use their own knowledge, research, and analysis to complete coursework.

**Plagiarism Detection:** Papers and other written assignments (deliverables) in this class will be submitted to UTC Learn. The Instructor(s) may submit papers to the UTC Learn text-matching software for review and analysis of originality and intellectual integrity. If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student (participant) as outlined in the UTC Student Handbook.

**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 not personal 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](mailto: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 the inquiry 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.

**Counseling Center Statement:** If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely affecting your successful progress at UTC, please contact the [Counseling Center](#) at 423-425-4438.

**Veterans Service Statement:** The office of Veteran and Military Affairs is committed to serving all the needs of our veterans and assisting them during their transition from military life to that of a student. If you are a student veteran or veteran dependent and need any assistance with your transition, please refer to the [UTC Green Zone](#) webpage or the [Veteran and Military Affairs](#) webpage. These sites can direct you the necessary resources for academics, educational benefits, adjustment issues, veteran allies, veteran organizations, and all other campus resources serving our veterans. THANK YOU FOR YOUR SERVICE.

**Confidentiality Statement:** The requirements of this course may include discussion of situations from various organizations. The participant should remove names from any documents submitted, including the name of the organization, as appropriate. The professors recognize that such documents are sensitive and may be politically charged, and therefore require the following additional precautionary actions: Participants must respect the

confidentiality of other organizations discussed in class 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 (Participant) Honor Code and will be reported as such. Disciplinary consequences will be imposed. Refer to the Doctoral Program Guide and Graduate Catalog for details.

**Student Support Resources and Privacy and Accessibility Statements:** A list of student resources and privacy and accessibility statements are available on the [WCTL Student Resources](#)

**Course Learning Evaluation:** Course evaluations are an important part of our efforts to continuously improve learning experiences at UTC. Toward the end of the semester, you will be emailed links to course evaluations and you are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymous evaluations.