

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

Individual Studies (LEAD 7997R) Syllabus



Term/Year:

Course Title: LEAD 7997R Individual Studies:

CRN (to be entered by department):

Credits:

Modality/Location: Internet (Virtual Classroom)

Participant Name & UTCID:

Instructor(s):

Instructor Email Address(es):

Course Description:

Course Learning Outcomes (CLOs):

Required Readings (texts, articles, etc.):

Deliverables: *Include a minimum of 3 deliverables in addition to the required Bi-Weekly Update Discussion. Specify the format/length for each deliverable.*

Activity	Deliverable	Points (100 Points each)	Weighting of Course Grade (%)
REQUIRED Bi-Weekly Update Discussion	Meaningful Contributions in Bi-Weekly Updates		
	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 understanding of the subject matter.
C	75% +	C represents an evaluation of work that needs improvement relative to standards of competency but lacks some areas of thorough understanding of the subject matter.
F	74% & lower	F represents unsatisfactory work.

Course Schedule/Calendar & Specific Due Dates:

Written Deliverables: All course deliverables should be prepared using APA style (7th edition) coupled with UTC Graduate School style and formatting guidelines (link: [Thesis, Dissertation and Learned Discourse](#) – refer to the *Graduate Manuscript Standards/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, double-spacing, and 12-point font size, unless otherwise specified by the Instructor(s). All written papers should incorporate the use of EndNote bibliographic software (link: [EndNote Citation Software](#)). For assistance with EndNote, please contact Mr. Lane Wilkinson, Director of Library Research and Instruction, at Lane-Wilkinson@utc.edu. Leave yourself time to reread and revise written work before the due date.

Responsible Use of AI in all Coursework

We support the use of AI tools as both a starting point and editing and refinement of existing assignments. This policy outlines the use of AI in Applied Leadership & Learning (LEAP) coursework and how AI can be responsibly integrated while ensuring that your voice and critical thinking remain central.

AI as a Starting Point: Tools like ChatGPT or other AI tools can be useful for generating research ideas, prompts, or organizing your thoughts. However, there should be a balance, and the essential skills identified in course outcomes must be accomplished by the student. Many of our course assignments require not just knowledge of readings and instruments but also personal reflection and connection to your professional practice.

Editing and Refinement: While AI can offer suggestions, the edits should be yours. After the initial AI input, revisit your assignment and weave in course materials, personal reflections, and real-life examples. These are critical to strengthening your work and demonstrating your learning competence.

AI Grammar Tools

Microsoft Word, Grammarly, and other similar software, can help improve grammar, spelling, and overall flow. However, simply accepting suggestions without specific review may cause your assignment to be identified as AI-generated. We encourage reviewing suggestions carefully and making the changes yourself to reflect your thinking and analysis.

Citation and Integrity

If you use AI-generated content directly in your work (copying and pasting specific text), proper attribution of the quote is required. Follow UTC's Honor Code and ensure that AI direct contributions are used sparingly and appropriately cited. This reflects academic integrity and transparency in your work. This policy ensures students remain engaged in reflective work and critical thinking while incorporating AI tools effectively.

Deviation from this policy is considered unpermitted use of AI technology and a form of academic misconduct, which violations are subject to the UTC student code of conduct.

Please review the rubric for each deliverable in UTC Learn (Canvas) for clarity on the requirements for each deliverable.

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.

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.

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.

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, 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.

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.

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.

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.