

MEMORANDUM FOR STUDENTS ENROLLED IN CENG 5199, 5299 and 5399

SUBJECT: Independent Study Administrative Instructions, All Sections unless modified by current instructor

1. Welcome to the variable hour (one to three hour) graduate independent study, a course that allows you to explore a topic in depth. Leaders are required to be creative, life-long learners who understand contemporary issues and how they influence projects. An independent study course will require students (you!) to tackle a real problem, teach themselves skills beyond what has been covered in the curriculum while studying and considering the current contemporary issues influencing possible solutions. During the upcoming course, You will find your in-depth study to be interesting, challenging, rewarding, and fun! You will meet with your study supervisor as directed at a mutually acceptable time to discuss your progress and review your prepared material (a date is selected as a starting point in Encl 1). Course objectives may be found in Encl 2. The Bio for your supervisor will be provided once they are assigned to your Ind. Study.
2. Independent study provides the opportunity to study a topic in depth which has not been covered in previous course material and is related to future employment opportunities. The three hour independent study project normally focuses on the development of a paper /project/or lab report on a special topic and a resulting presentation to defend the results. If the independent study is cover course material for a course not being offered, the requirements will match normal course requirements (projects, homework, exams, and a final exam) and submissions with the student doing an independent study of course material. The actual topic/focus will be decided upon with the course director and work supervisor while accomplishing the following objectives:
  - Apply the STEM thought process to develop creative solutions for open-ended problems.
  - Produce a publishable design/analysis/laboratory report or demonstrate understanding of course material through homework, projects, exams and a final exam.
  - Present a high-quality oral presentation.
  - Prepare for life-long intellectual growth, through self-directed learning
3. The professor supervising your work will meet with you once a week at a mutually agreed upon time to allow you to report on your progress and receive feedback.
4. If you need additional time to meet, you are encouraged to seek additional assistance during office hours during posted office hours ...for the course director will provide you their available Use their e-mail to coordinate a time outside of office hours
5. Weekly Procedures:
  - a. We will focus on task time and accomplishment in order to provide accurate effort and progress through time survey data – please ensure the Time Sheets represent productive (billable) time.
  - b. Bring note-taking material, etc. to every meeting. Meeting preparation is your individual responsibility. During the meeting, you will provide your accomplishments to date since the last time you

met and what are your goals for the next week. Foreseeable constraints on your progress in the project or shortcomings that need to be addressed.

e. **ACADEMIC DISHONESTY:** Representation of other’s work as your own will not be tolerated. Cheating on submitted work and the false representation of work are academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

6. Grading:

a. Grade Breakout and Cutoffs:

<u>Course Points</u>	<u>Minimum</u>	<u>Grade Scale</u>
Project’s progress and development Papers	40%	A- >90.00%.
Update and submission of IPR documents	10%	B- >80.00%.
Final Exam and/or presentation	35%	C >70.00%.
Professional Grade	15%	F <69.99%
<hr/>		
Total	100%	

**7. How You Should Prepare for Interactions within the course**

1. Study: President’s policy states that you are expected to spend **120-180 minutes on average** outside of class for each hour that you spend in class. Since this is a variable-credit hour course, your study time should be adjusted accordingly to meet the demands of the course time and the project complexity,
2. Solve Problems: **This is the absolute key to success in this course!** No scientific or mathematical subject can be mastered without working problems and practicing the skills that are required. The more problems you work yourself, the better you will understand the principles involved. Do not be satisfied with just getting the answers. Always try to understand the principles and process you used to solve each problem.
3. Prepare Your Notebook: Experience shows that the best students keep the best notebooks. You should organize your notebook so that all material for each topic can be easily referenced.

8. Graded Events: All Graded Events (based on supervisor and focus of independent study) are mandatory and becomes part of your grade, failure to submit any required work will **result in an incomplete**. As a leader, your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such, both your presentation and the accuracy of your work are important, and both are part of your grade. All submissions are due by 5 PM.

9. Late Submissions. It is a basic principle of professionalism that **“Professionals are not Late.”** A **“COORDINATED LATE”** submission occurs when you will miss the due date for a graded assignment and you contact the faculty in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below may be assessed for a **“COORDINATED LATE”** submission:

1. 0-24 hours late a deduction of 25% of the earned grade
2. 24-48 hours late a deduction of 50% of the earned grade
3. More than 48 hours late No credit. **Assignments must still be submitted.**

Obviously there are circumstances that will occur and make a timely submission impossible and those instances should be discussed and approved by your independent study supervisor I will work with you when and if they occur.

All work in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. Information from the course textbooks (equations and outlines of procedures), class notes, or me is considered immediately available to all students and need not be acknowledged or documented (unless you directly copy or paraphrased content). **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written homework, just place the documentation right at the point you received help using Who and What assistance.

10. Students Rights and Responsibilities. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:  
<http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

11. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

12. State-Mandated Course Drop Policy. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

13. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services Officer. If you have a disability, including a learning disability, for which you request an accommodation, please contact The Office of Student Accessibility and Resources (SAR) or call 903.566.7079.

14. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such planned absences by the second week meeting of the semester.

15. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments are to be completed.

16. Social Security and FERPA Statement. It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically. Any contact with the course supervisor must be conducted by using your Patriots email address

17. Emergency Exits and Evacuation. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

		<b>CENG 5X99 (General)</b>	<b>Meeting time set with Faculty Supervisor</b>	
<b>Meeting</b>	<b>Date</b>	<b>Lesson Title</b>	<b>Paper/Project/Lab Report option/ Notes</b>	<b>Course Coverage option/Projects and homework as assigned/Notes</b>
1	First Day	In Progress review (IPR)		
2	Week 2	IPR		
	<b>10<sup>th</sup> Class Date</b>	<b>Withdraw without Penalty</b>	<b>Census Date</b>	
3	Week 3	IPR		
4	Week 4	IPR		
5	Week 5	IPR		
6	Week 6	IPR		
7	Week 7	IPR		
8	Week 8	IPR		
9	Week 9	IPR		
10	Week 10	IPR	Draft paper/project/lab report due	
	Withdrawal Deadline	IPR	Last Day to Withdraw (51 <sup>st</sup> class day)	
11	Week 11	IPR		
12	Week 12	IPR		
13	Week 13	IPR	Paper/Project/Lab report due	
14	Week 14	IPR	Presentation	Presentation
<b>Final</b>	<b>Week 15</b>		<b>(if required)</b>	

**CENG 5199, 5299 and 5399 Course Objectives:**

- Apply the STEM thought process to develop creative solutions for open-ended problems.
- Produce a publishable design/analysis/laboratory report or demonstrate understanding of course material through homework, projects, exams and a final exam.
- Present a high-quality oral presentation.
- Prepare for life-long intellectual growth, through self-directed learning
- Any established at the beginning of the semester by the self-directed supervisor as appropriate to the project