

Department Name and Number \_\_\_\_\_

Recommended SCNS Course Identification

Prefix \_\_\_\_ Level \_\_\_\_ Course Number \_\_\_\_ Lab Code \_\_\_\_

Full Course Title \_\_\_\_\_

Transcript Title (please limit to 21 characters) \_\_\_\_\_

Effective Term and Year \_\_\_\_\_ Rotating Topic  yes  no

Amount of Credit \_\_\_\_ Contact Hour: Base \_\_\_\_ or Headcount \_\_\_\_ S/U Only  yes  no

Repeatable Credit  yes  no If yes, \_\_\_\_ total repeatable credit allowed

Variable Credit  yes  no If yes, \_\_\_\_ minimum and \_\_\_\_ maximum credits per semester

Course Description (50 words or less)

  
  
  
  
  
  
  
  
  
  

Prerequisites	Co-requisites
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Degree Type (mark all that apply)  Baccalaureate  Graduate  Professional  Other \_\_\_\_\_

Category of Instruction  Introductory  Intermediate  Advanced

Rationale and place in curriculum

  
  
  
  
  
  
  
  
  
  

Department Contact	Name	Phone	Email
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College Contact	Name	Phone	Email
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All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

**Syllabus MUST contain the following information:**

Instructor contact information (and TA if applicable)

Course objectives and/or goals

A weekly course schedule of topics and assignments

Required and recommended textbooks

Methods by which students will be evaluated and their grades determined

A statement related to class attendance, make-up exams and other work such as: "Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."

A statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation."

Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

A statement informing students of the online course evaluation process such as: "Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>."

**It is recommended that syllabi contain the following information:**

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF's honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, <http://www.counseling.ufl.edu/cwc/Default.aspx>  
University Police Department: 392-1111 or 9-1-1 for emergencies.

**The University's complete Syllabus Policy can be found at: [http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi\\_policy.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf)**

EVS 4905, Individual Study in Environmental Science  
Credits: 1-3

**Catalog Description:**

Individual study in environmental science.

**Pre-requisites and Co-requisites:** None.

**Instructor Information:** Name, Office location, Telephone number, Email address  
Office hours: Day(s), time(s)

**Course Objectives:** Learning objectives will be customized to the student's topic of study.

**Textbooks/Required Materials:**

Required materials will be determined by the instructor based on the student's topic of study.

**Attendance Policy:**

Students completing an individual study course are expected to exercise a significant degree of autonomy in their work. Nevertheless, the student should dedicate a minimum number of hours that is consistent with the total credit hours sought for the experience. Besides the minimum expectations outlined in this section of this syllabus, the instructor may also have additional expectations for participation.

*1-3 Credit Hours:* Students are expected to devote a minimum of three hours per week of actual work in this class for each credit in which they are enrolled. Students can enroll in a total of 6 credit hours of this course during their undergraduate study at UF. Students should carefully discuss with their faculty adviser the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated in the Independent Study Contract Form.

The policies for allowable absences and make-up work follow the university attendance policies:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

**Assessment:**

Assessment of the student's work will be determined by the instructor and a grading scale included to document how the student's grade will be determined.

For more information on grades and grading policies, please visit:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

### **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see:

<http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

### **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,*  
[www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)  
Counseling Services  
Groups and Workshops  
Outreach and Consultation  
Self-Help Library  
Training Programs

### Community Provider Database

- *Career Resource Center*, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

### **Services for Students with Disabilities**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**COLLEGE OF AGRICULTURAL AND LIFE SCIENCES  
INDIVIDUAL STUDY CONTRACT FORM**

Once this application is completed, the student should bring it to 2002 McCarty Hall D and see Emelie Matthews to be registered in ALS 4905.

**Student Information (to be completed by the student applicant):**

Date: \_\_\_\_\_

Term: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Name (last, first, middle initial):		UFID Number:
Local Street Address:		
City, State, Zip Code		Phone Number:
Major:	Current Class/College:	Expected Graduation Date:
Gatorlink E-mail Address:		

**BRIEF DESCRIPTION OF INDIVIDUAL STUDY EXPERIENCE AND EXPECTATIONS FOR COMPLETION:**

I have prepared the description above in consultation with my faculty mentor. I have reviewed the learning objectives outlined in the syllabus and understand how my performance will be assessed and graded.

**Student's Signature:** \_\_\_\_\_

**Faculty Adviser Information (to be completed by Faculty Adviser):**

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

What are the expectations for the student's attendance in this course (e.g., estimated hours/week in individual study, meetings, field work, etc.)?

I approve of the individual study description submitted by the student applicant. I have customized the syllabus with specific learning objectives for this course and provided details on how the student's performance will be assessed.

**Faculty Adviser's Signature:** \_\_\_\_\_

UF/IFAS  
College of Agricultural and Life Sciences  
Office of the Dean

2002 McCarty Hall D  
PO Box 110270  
Gainesville, FL 32611-0270  
352-392-1963  
352-392-8988 Fax

**MEMORANDUM**

**TO:** University Curriculum Committee

**FROM:** Ricky Telg, Interim Associate Dean  
College of Agricultural and Life Sciences



**CC:** Wendell Porter, Chair, CALS Curriculum Committee  
James Fant

**DATE:** May 2, 2014

**SUBJECT:** UCC 1 new course: EVS 4905: Individual Study in Environmental Science

Recently, the College of Agricultural and Life Sciences created 4911: Supervised Research and 4915: Honors Research for departments in the college so that all course numbers and course titles matched. We are requesting a similar approach to making changes to the current course number XXX 4905. Currently, XXX 4905 has been used for a number of purposes, including special topics, independent study, and individual study. The college would like all 4905 course numbers to be used for "individual study." In a separate request, the college is asking for currently existing 4905 course numbers to change the title to "Individual Study in \_\_\_\_\_(major)\_\_\_\_\_." However, one major – **Environmental Science** – does not have 4905. **Therefore, we are requesting approval of EVS 4905: Individual Study in Environmental Science.**

The attached Excel spreadsheet "XXX4905 for CALS" provides details of the specific request to revise course names and to add EVS 4905. In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors, including Environmental Science.

Please contact me if you have any questions.



Department Name	Department Number	Prefix	Number	Current Course Title
Agricultural and Life Sciences	519403000	ALS	4905	Problems in Agriculture
Agricultural Education and Communication	514926000	AEC	4905	Individual Study
Agricultural Operations Management	514907001	AOM	4905	Special Problems in Agricultural Operations Management
Agronomy	514908000	AGR	4905	Individual Study
Animal Sciences	514909000	ANS	4905	Problems in Animal Science
Entomology and Nematology	514914000	ENY	4905	Problems in Entomology
Entomology and Nematology	514914000	NEM	4905	Problems in Nematology
Environmental Horticulture	514918000	ORH	4905	Independent Study of Environmental Horticulture
Natural Resources and Environment (SNRE)	516117001			
Family, Youth and Community Sciences	514932000	FYC	4905	Individual Study in Family, Youth and Community Sciences
Fisheries and Aquatic Sciences	514946003	FAS	4905	Individual Study
Food and Resource Economics	514906000	FRE	4905	Special Problems in Food and Resource Economics
Food Science and Human Nutrition	514915000	DIE	4905	Problems in Dietetics
Food Science and Human Nutrition	514915000	FOS	4911	Special Problems in Food Science
Food Science and Human Nutrition	514915000	NUT	4911	Special Problems in Nutritional Sciences
Forest Resources and Conservation	514946001	FOR	4905	Individual Study in Natural Resources
Geomatics	514946002	SUR	4905	Special Problems in Geomatics
Horticultural Sciences	514923000	HOS	4905	Independent Study in Horticultural Sciences
Packaging Science (Ag&Bio Engineering)	514907002	PKG	4905	Individual Work in Packaging Science
Plant Pathology	514919000	PLP	4905	Problems in Intermediate Plant Pathology
Soil and Water Science	514921000	SWS	4905	Individual Work
Wildlife Ecology and Conservation	514947000	WIS	4905	Individual Problems

**NO CHANGE NEEDED**

**COURSE DOES NOT EXIST YET**

<b>New Course Title</b>	<b>Transcript Title</b>	<b>New Course Description/replacement text</b>
Individual Study in Agricultural and Life Sciences	Individual Study	Individual study in Agricultural and Life Sciences
Individual Study in Agricultural Education and Communication	Individual Study	
Individual Study in Agricultural Operations Management	Individual Study	Selected problems or projects in the student's major field of study.
Individual Study in Agronomy	Individual Study	
Individual Study in Animal Sciences	Individual Study	
Individual Study in Entomology	Individual Study	Individual study in any field of specialization in entomology.
Individual Study in Nematology	Individual Study	Selected problems for study in nematology.
Individual Study in Environmental Horticulture	Individual Study	Individual study in any field of specialization in environmental horticulture.
Individual Study in Environmental Science	Individual Study	
no change needed	Individual Study	
Individual Study in Fisheries and Aquatic Sciences	Individual Study	Individual study in fisheries and aquatic sciences
Individual Study in Food and Resource Economics	Individual Study	
Individual Study in Dietetics	Individual Study	Individual study in an area of dietetics
Individual Study in Food Science	Individual Study	Individual study in an area of food science
Individual Study in Nutritional Sciences	Individual Study	Individual study in an area of nutritional sciences
no change needed	Individual Study	no change needed
no change needed	Individual Study	no change needed
Individual Study in Horticultural Sciences	Individual Study	Individual study in an area of horticultural sciences.
Individual Study in Packaging Science	Individual Study	
Individual Study in Plant Pathology	Individual Study	Individual study in areas of special interest in plant pathology.
Individual Study in Soil and Water Science	Individual Study	
Individual Study in Wildlife Ecology and Conservation	Individual Study	