

Department Name and Number _____	
Current SCNS Course Identification	
Prefix ___ ___ ___ Level ___ Course Number ___ ___ ___ Lab Code ___	Course Title _____
Effective Term and Year _____	Terminate Current Course <input type="checkbox"/> Other Changes (specify below) <input type="checkbox"/>

Change Course Identification to:	
Prefix ___ ___ ___ Level ___ Course Number ___ ___ ___ Lab Code ___	Full Course Title _____
Transcript Title (please limit to 21 characters) _____	

Credit Hours: From ___ To ___	Contact Hours: <input type="checkbox"/> Base or <input type="checkbox"/> Headcount From ___ To ___
Rotating Topic: From <input type="checkbox"/> yes <input type="checkbox"/> no To <input type="checkbox"/> yes <input type="checkbox"/> no	S/U Only: From <input type="checkbox"/> yes <input type="checkbox"/> no To <input type="checkbox"/> yes <input type="checkbox"/> no
Variable Credit: From <input type="checkbox"/> yes <input type="checkbox"/> no To <input type="checkbox"/> yes <input type="checkbox"/> no If yes, ___ minimum and ___ maximum credits/semester	Repeatable Credit: From <input type="checkbox"/> yes <input type="checkbox"/> no To <input type="checkbox"/> yes <input type="checkbox"/> no If yes, _____ total repeatable credit allowed

Prerequisites	Co-requisites
From To	From To

Course Description (50 words or less; if requesting a change, please attach a syllabus)	
From	To

Rationale /Place in Curriculum/Impact on Program

Department Contact	Name	Phone	Email
College Contact	Name	Phone	Email

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 or 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

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 2 course change request for "Individual Study in ____" courses

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. With this request, we are asking that all 4905 courses have the same course title: "Individual Study in ____ (major) ____." This will keep the course number and name consistent throughout all departments.

In order to do that, we are requesting that the sample syllabus (attached) be used as a template for all department 4905 submissions. Each department has agreed to use the syllabus template. Therefore, instead of submitting changes to 19 course titles individually, we are requesting approval of this course name change collectively.

The attached Excel spreadsheet "XXX4905 for CALS" provides details of the specific request. The 4905 course title for three majors (Family, Youth, and Community Sciences; Forest Resources and Conservation; and Geomatics) will remain the same. Geomatics would prefer to keep "Special Problems in Geomatics"; "Individual Study" appears on transcripts for Geomatics majors. For all other majors – except Environmental Science – we are requesting the course name be changed (UCC 2 form) to "Individual Study in ____." For

Environmental Science, we will be submitting a separate UCC 1 form because that major currently does not have a 4905 course on the book.

In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors and the UCC 2 form, to incorporate all course name changes.

Please contact me if you have any questions.

ALS 4905, Individual Study in Agricultural and Life Sciences
Credits: 1-3

Catalog Description:

Individual study in agricultural and life sciences.

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/
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/

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/

**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: _____

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

New Course Title	Transcript Title	New Course Description/replacement text
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	