INDEPENDENT STUDY SYLLABUS TEMPLATE
RAMAPO COLLEGE OF NEW JERSEY
School of _____

<u>**Course Information**</u>
Course Subject Code:
Course Number: 100 _____   200 _____   300 _____   400 _____
Course Title: Independent Study: _____
Credit Hours: _____
Semester and Year Offered: _____

<u>**Instructor Information**</u>
Instructor's Name and Title: _____
Office Location and phone number: _____
Office hours: _____
E-mail address: _____
Mailbox location: _____
School Office location: _____
School Office phone no.: _____

Generic Course Description for All Independent Studies

Limited opportunities to enroll for course work on an Independent Study basis are available. A student interested in this option should obtain an Independent Study Registration Form from the Registrar, have it completed by the instructor and school dean involved, and return it to the Registrar's Office. Consult the current Schedule of Classes for policies concerning Independent Study.

Customized Course Description for This Independent Study

[Describe this Independent Study.]

Course Goals

[Include the general goals of the course. This entry should provide students with a general understanding of what students will know, do, grasp, or see as a result of taking this course. What are the general skills, aptitudes, or bodies of knowledge which this course seeks to enhance? It is in this area of the course syllabus that instructors have an opportunity to describe how a course would emphasize forms of critical writing, thinking, and reading.]

Measurable Student Learning Outcomes

[This section will articulate what a student should know or be able to do after taking this course. (SLOs should use specific action verbs such as "calculate", "write", "analyze", etc., and should be measurable

within the course.) Ensure that the SLO for the Course Enrichment Component is included[1]. Specific student learning outcomes should be stated and correlated to the assignments in which they will be measured.
In addition to listing the outcomes in the first column, list the assignments and projects across the top row and, by using an 'x,' align the outcomes to the assignments and projects.]

Outcomes				

Texts, Readings, Materials

[List all readings (i.e., required, Library Reserve, and recommended) in the documentation format most appropriate for your discipline; it is also helpful for students if you include the ISBN. The library website provides links to the common bibliographic formats.
If your course requires students to purchase specific materials, they should be specified in this section.]

Course Requirements

[List and describe all requirements along with the percentages or points they are worth.]

Independent Study Schedule

[List chronologically established meeting dates, times, and locations/medium, project/assignment due dates or milestones, and approximate amount of time that the student should spend on the independent study (daily or weekly) to complete any project or other assignments. The total amount of time should match the number indicated in the credit-and-contact-hour table in the independent study contract.]

Grading Policy/Scale

[Describe how you plan to determine the grade, and insert the grading scale.]

A	A-	B+	B	B-	C+	C	C-	D+	D	F

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[1] It is recommended that you use one of the generic outcomes approved by Faculty Assembly, which describe how the CEC integrates with the rest of the course:
- Demonstrate how an out-of-class activity <u>applies</u> knowledge obtained in the classroom
- Demonstrate how your learning of the course material is <u>connected to and enhanced by</u> the out-of-class activity

For additional information, including the assessment of the CEC SLO, refer to the supporting documents on the ARC and FRC website.

Attendance Policy

[Insert your attendance policy, if applicable]

College policy states that students must notify faculty within the first three weeks of the semester if they anticipate missing any classes due to religious observance.

Electronic Forms of Communication

In accordance with College policy, I will use your Ramapo College email address (@ramapo.edu) to communicate with you about all course-related matters.

Policy on Academic Integrity

Students are expected to read and understand Ramapo College's academic integrity policy, which can be found online in the *College Catalog*. Members of the Ramapo College community are expected to be honest and forthright in their academic endeavors. Students who violate this policy will be required to meet with the faculty member and/or will be referred to the Office of the Provost.

Students with Disabilities

If you need course adaptation or accommodations because of a disability that has been documented with the Office of Specialized Services, please make an appointment with me.