

TO: All Teaching Faculty and Associates at the UA

All Deans, Department Heads, and Program Directors

FROM Jerry Hogle, Interim Vice President for Instruction

Juan Garcia, Incoming Vice President for Instruction

RE: **Implementing the new “Individual Studies” policies and procedures**

The new “Individual Studies” policies and procedures contains the text and all the features of the new “Policies and Guidelines for Individual Studies Courses” recently passed by the Faculty Senate and approved by the President. With the support of our new Executive Vice President and Provost, Dr. Meredith Hay, we are now writing to ask that all aspects of this document be implemented as soon as possible, if they have not been already (as they have in several departments). The policy’s effective date is “Spring 2008 for students in all catalogs, faculty, and department heads” and is available online at <http://catalog.arizona.edu/2008-09/policies/individual.htm>

Granted, some of what this document contains does continue and reinforce long-standing University policy. But we ask that you attend closely from now on to the following major changes:

1. This document places all “Individual Studies” courses – including Independent Study, Directed Research for undergraduates, and Preceptorships and Internships – under one set of policies and procedures for the sake of greater clarity and consistency across all these instructional options for students.
2. Policy item # 5 asks all units offering courses and degrees to have Individual Studies proposal forms online (or at least to allow the use of the University template for this form at <http://www.registrar.arizona.edu/forms.htm>) for students and faculty to fill out *together* and file with their department offices at or near the start of any Individual Studies course. Those units without such forms of their own should provide them, using (or just accepting) the University template, as soon as possible.
3. Policy item #6 mandates that a series of key details, including expected learning outcomes, be worked out *up front* between the student and the faculty member for each Individual Studies course. It also mandates that these agreements be documented using both the proposal forms and project plans attached to them. These do *not* have to be lengthy, but they do all need to be done and *placed on file in the relevant department or program office within a week after the course has commenced*. If a dean or anyone else in an official role asks to see these, they should be readily available at a central unit location and complete in each instance.
4. The Management of Individual Studies Policies and Guidelines are (as passed by the Faculty Senate) listed here: Each department head, and ultimately the college dean, is responsible for ensuring that faculty observe Individual Studies policies and guidelines. New faculty should be oriented to University and department expectations about Individual Studies courses during

the regular New Faculty Orientations at the University and department levels. As instructors submit Individual Studies course proposals and project plans, the department head should review them for timeliness and completeness. Department heads should emphasize the integrity of Individual Studies courses by attending to these in every instructor's Annual Performance Review and evaluating faculty work on Individual Studies courses based on the workload expectations established for the faculty member.

In addition to these very particular items, too, we ask that all of the policies and guidelines in the new IS document be carried out in each academic unit and by each relevant instructor in the ways the document specifies.

Thank you very much for all your efforts to ensure high-quality instruction for all our students, whatever authorized form it takes. Have a great Summer of 2008.

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