

# EDUC 307/507: Undergraduate/Graduate Project in Education

## Syllabus

### Spring 2024

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### Course Description

Education 307/507 is a course designed for self-directed study in a field of interest, similar to an independent study. Together the student and professor will create a learning contract by designing activities and assessments that evidence the learning in the course. The outcomes can be evidenced and measured in a variety of ways (i.e., reading a book and writing a paper or doing research and creating a graphic representation of the results). This is a fun and exciting course designed to meet your personal or professional interests.

## Course Learning Outcomes

Students will be able to:

- Select an area of interest for study and design a learning contract with steps, a timeline, and artifacts.
- Identify and demonstrate the attainment of knowledge, skills or dispositions that would enhance a personal or professional interest.
- Demonstrate professional motivation through the completion of an independent project, and sustained work, as evaluated through checkpoints throughout the semester.
- Provide evidence of learning through a final presentation.

## Evaluation/Course Requirements

In this course, you are expected to collect artifacts, reflections and/or other learning evidence that demonstrates your learning in the course. The assessment of your learning is collaboratively decided in the first session with the professor. You **cannot** change the assessment of your learning outcomes without the consent of the instructor. The final course grid will determine the learning activities and assessments. These various pieces of evidence will be the final work that you produce for your course grade. You will have checkpoints where you can meet with the instructor and will submit your progress on your work.

Assignment	1 cr. Points	2 cr. points	3 cr. points
Learning contract	3 points	5 points	7 points
Meet with Instructor	4 points	5 points	8 points
Checkpoints	40 points	80 points	
Final Presentations	3 points	10 points	
Total Points	50 points	100 points	

## Credit hour requirement

1 credit – approximately 22 hours of work for the semester

2 credit – approximately 37 hours of work for the semester

3 credit – approximately 52 hours of work for the semester

## Late Work

All work is submitted via Canvas and have due dates assigned. If you need an extension on an assignment, please reach out MINIMALLY 24 hours prior to the deadline, during the standard work week (M-Fr). Those are often granted. If work is not submitted on time, without prior arrangement, there will be a 25% reduction in your grade for each day late.

## Help Resources

First, and foremost, your mental and emotional health is of the utmost importance to me. Please utilize the Safety and General Support, as well as Health resources in the table below. You pay for these as a student, so use them. If you are unsure if you are OK, we have resources online that can also help.

Tutoring	Advising	Safety and General Support	Health
<p>Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, &amp; Science.</p> <p><a href="https://www3.uwsp.edu/tlc/Pages/default.aspx">https://www3.uwsp.edu/tlc/Pages/default.aspx</a></p>	<p>Academic and Career Advising Center,</p> <p><a href="https://www3.uwsp.edu/ACAC/Pages/default.aspx">https://www3.uwsp.edu/ACAC/Pages/default.aspx</a></p>	<p>Dean of Students Office, 212 Old Main, ext. 2611</p>	<p>Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646</p> <p><b>Mantra Health:</b> Teletherapy &amp; Telepsychiatry</p> <ul style="list-style-type: none"> <li>• Diverse therapists</li> <li>• After-hours availability</li> <li>• Medication evaluations &amp; prescriptions</li> </ul> <p><b>You@UWSP:</b> Self-help &amp; Well-being Platform</p> <p>Didi Hirsch Mental Health Services - 24/7 Mental Health Support :</p> <ul style="list-style-type: none"> <li>• Call or text: 888-531-2142</li> <li>• Click <a href="#">here</a> to start a chat session.</li> <li>• Crisis care available</li> </ul>

### UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit this [link for more information](#).

### Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the

Dean of Students if I sense you are in need of additional support which individually, I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

## Technology Guidelines

This course will use Microsoft Word and Canvas and sometimes Google Docs. You are allowed to use a personal Google Docs (gmail) account, with the acknowledgement you are familiar with Google's privacy policies and how they use your data. [HERE is a link](#) that can help you understand how Google uses your data. By selecting to use a non-university issued google account, you are waiving legal protections provided by a G Suite for Education account (including FERPA). These protections are assured if you use a G Suite for Education Account provided by a school district you work for and use that account.

## Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

## Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## Grading Scale

94 – 100% = A	77 – 79% = C+	60 – 63% = D-
90 – 93% = A-	74 – 76% = C	< 60% = F
87 – 89% = B+	70 – 73% = C-	
84 – 86% = B	67 – 69% = D+	
80 – 83% = B-	64 – 66% = D	

## Communicating With Your Instructor



Email is the quickest way to reach me at: [kroth@uwsp.edu](mailto:kroth@uwsp.edu)



Call my office at any time (715-346-3360). Leave a voicemail if I do not answer.



Zoom Videoconference is also available by request.

## Communicate Clearly

Remember some faculty receive as many as 100 emails per day. Yours should be clear, concise, and professional so that your issues can be responded to effectively. Include the entire thread of an ongoing email conversation so that your instructor can recall the history of your issue without searching for other emails you have sent. Sign off with your first and last name. I will not open attachments without messages or messages that are illegible.

## Office hours

Individual meetings can be arranged through my [scheduling page HERE](#). I offer face to face and Zoom meetings and have a minimum of 10 hours per week available to meet with you (usually much more than that). If there is not a time that is convenient for you, please email me and we can arrange an alternate time.

## Attendance

This is an independent class. The only required synchronous attendance is one meeting with the instructor at the beginning of the semester, and one at the end. Otherwise, attendance is evaluated based on completion of course requirement. Please refer to the “Absences due to Military Service” and “Religious Beliefs Accommodation” below. Additionally, below are attendance guidelines as outlined by the [UWSP registrar](#):

Attend all your classes regularly. We do not have a system of permitted "cuts."

If you decide to drop a class, please do so using AccesSPoint or visit the Enrollment Services Center. Changes in class enrollment will impact your tuition and fee balance, financial aid award and veterans educational benefit.

During the first eight days of the regular 16-week term, your instructor will take attendance. If you are not in attendance, you may be dropped from the class. You are responsible for dropping any of your enrolled classes.

- If you must be absent during the term, tell your instructor prior to the class you will miss. If you cannot reach your instructor(s) in an emergency, contact the Dean of Students Office at 715-346-2611 or [DOS@uwsp.edu](mailto:DOS@uwsp.edu) .
- If you are dropped from a class due to non-attendance, you may only be reinstated to the class section using the class add process. Reinstatement to the same section or course is not guaranteed. Your instructors will explain their specific attendance policies to be followed at the beginning of each course.

- If you take part in an off-campus trip by an authorized university group such as an athletic team, musical or dramatic organization, or a class, make appropriate arrangements in advance with the instructor of each class you will miss. If you are absent from classes because of emergencies, off-campus trips, illness, or the like, your instructors will give you a reasonable amount of help in making up the work you have missed.
- If you enroll in a course and cannot begin attending until after classes have already started, you must first get permission from the department offering the course. Otherwise, you may be required to drop the course.
- If you do not make satisfactory arrangements with your instructors regarding excessive absences, you may be dismissed. If you are dismissed from a class, you will receive an F in that course. If you are dismissed from the University, you will receive an F in all enrolled courses.

## Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they

intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.*

## Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

*UWSP 14.03 Academic misconduct subject to disciplinary action.*

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  - (f) Assists other students in any of these acts.
  
- (2) Examples of academic misconduct include, but are not limited to:
  - Cheating on an examination
  - Collaborating with others in work to be presented, contrary to the stated rules of the course
  - Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
  - Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
  - Stealing examinations or course materials
  - Submitting, if contrary to the rules of a course, work previously presented in another course
  - Tampering with the laboratory experiment or computer program of another student
  - Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

## Other Campus Policies

### **FERPA**

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

### **Title IX**

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).

### **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

### **Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

### **Copyright infringement**

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more



information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).