

COSGC Academic Policy



This document defines the policy and principles of the Colorado Space Grant Consortium Academic programs at the University of Colorado at Boulder and is written for the benefit of the students and staff

**More information can be found on the Independent Study
Homepage:**

<http://spacegrant.colorado.edu/boulderstudents/independentstudy>

**Or by going to the Space Grant Homepage (<http://spacegrant.colorado.edu>),
clicking on “Boulder Students” and then on “Independent Study”**

Colorado Space Grant Consortium

Background:

The Colorado Space Grant Consortium (COSGC) is a NASA funded organization and is a part of the National Space Grant program. There are 52 consortia in the National Space Grant program, with one consortium in each state, in addition to Puerto Rico and Washington, D.C. The mission of the COSGC is to provide space-related, hands-on learning opportunities to college and university students around the state. COSGC consists of 16 institutions of higher education and one foundation within the state of Colorado.

At the University of Colorado at Boulder (CU), students can participate in these opportunities by receiving a COSGC fellowship or by receiving Independent Study Credit (ISC). This document details the COSGC policies and guiding principles of the Independent Study option.

COSGC Policies and Principles:

New and returning CU students can receive ISC at COSGC if all of the following conditions are met:

1. Student is in good academic standing with CU
2. Student's semester credit load is no more than 16 credit hours before IS credits.
3. There is an available position on current project(s).
4. Student completes the Independent Study Agreement (ISA) form
5. Previous ISC grades are at or above the B level
6. Current CU GPA is above 2.75.

Students must demonstrate the above items to the COSGC Director or Academic Coordinator.

Students may receive 2000, 4000, or 5000 level ISC for their work at COSGC. Freshman and sophomore students may only take ASEN 2849. Students may sign up for ASEN 4849 if they are juniors or seniors by credit hours (greater than 60 credit hours) and are taking junior and/or senior level coursework in their major. Students are not permitted to take ASEN 4849 based on accumulated credit hours only. Students may sign up for ASEN 5849 if they are enrolled in Graduate studies or a BS/MS program and have completed their Senior Design program. A thorough review of each student's unofficial transcript must be completed before the Independent Study Agreement (ISA) can be completed.

A student seeking ISC must take a minimum of 2 credit hours. Exceptions to this rule can be made, but must be done before the ISA is signed. All ISC work must be completed in the semester the ISA was signed.

Students who do not return a completed ISA to their COSGC Advisor will receive an F for their semester grade.

Communications:

During the process of completing the ISA, semester meetings will be scheduled with the student. These meetings are to facilitate communication with the student, team lead, and department advisor. These meetings include, but are not limited to:

Space Grant Advisor Meetings – There will typically be four Space Grant Advisor Meetings per semester. The first shall occur within two weeks of the start of the semester and the last shall occur before the end of finals. The student will send a PDF version of the progress report 24 hours before the meeting and bring a printed copy to each of these meetings and be prepared to present their work-in-progress. These meetings will be with the Academic Coordinator, Research Coordinator, or COSGC Director. Students will bring their new assignments so that they are prepared for next Advisor Meeting.

Team and Project Meetings – These meetings will occur frequently throughout the semester, usually once or twice a week. Students are expected to attend all team meetings. Project meeting attendance is highly encouraged if the students' class schedule does not interfere.

Exit Interview – The exit interview is the last Space Grant Advisor Meeting and student's final grades will be determined at this meeting. All tasks and documentation shall be completed and will be reviewed during this meeting. The student will write a final semester report documenting the work and accomplishments during the semester. In addition to this report, the student will bring additional work completed during the semester that will be included as evidence for the student's grade.

General and Project Emails Lists – Subscribe to these lists as soon as possible. You will need information sent out on the Project and the COSGC General Email list during the semester.
<http://spacegrant.colorado.edu/boulderstudents/emailgroups>

Assignments:

Initial assignments will be given at the signing of the ISA. Detailed semester assignments will be given at the first Space Grant Advisor meeting, which is scheduled at the ISA signing. All assignments made at that time will have associated dates by which they must be completed. Additional assignments or refinements to previous assignments can be made at each Space Grant Advisor Meeting or by contacting your specific advisor prior to the meeting.

Each student is required to complete one COSGC Community Service Outreach Activity per semester. Students are encouraged to complete their outreach activity as early as

possible, as waiting until the last minute often creates conflicts, scheduling or otherwise. Opportunities for outreach activities will be emailed to COSGC General List. Contact the Outreach Coordinator directly early in the semester if you have any special needs. The Outreach to satisfy this requirement can not fulfill any other academic or required outreach outside of the Independent Study Program.

Documentation:

Initial assignments will be given at the signing of the ISA. Detailed semester assignments will be given during the semester. The COSGC ISC option requires various forms of documentation which are essential to the student's grade and evaluation of their work. Below is a summary of the documentation expected from each student involved in the COSGC ISC program.

1. Each student shall document hours worked for each week. This shall be done on the COSGC reporting system (<http://spacegrant.colorado.edu/reports/>).
2. Each student shall complete scheduled progress reports and submit them at each Space Grant Advisor meeting. The template is on the Independent Study homepage: <http://spacegrant.colorado.edu/boulderstudents/independentstudy>
3. A final report summarizing all work completed during the semester shall be completed before and turned in at the Exit Interview. The template is on the Independent Study homepage:
<http://spacegrant.colorado.edu/boulderstudents/independentstudy>
4. Documentation required by project and/or team leads.

Grading Criteria:

Students receiving ISC will receive a letter grade for their work. Grades can range from A to F. A higher level of expectation will be levied on students seeking upper-division credit. The criteria used for ASEN 2849, ASEN 4849, and ASEN 5849 grade determination is summarized below. Work which exceeds expectations will earn an A and work which fulfills the requirements outlined below will earn a B. Work that is unsatisfactory will be asked to be redone or be graded according to the demonstrated effort and quality. This is done to insure those students who put forth exceptional effort and demonstrate growth and ingenuity will receive an A for the semester. This is an Independent Study program but due to the nature of many projects, team work and quality team communication is necessary.

The grade **earned** will be the grade given.

Quality, Quantity, and Documentation (25%)

Students involved with the COSGC ISC program are expected to produce high quality work. These tasks are expected to be completed thoroughly and in the best possible way to support their assigned team and project. The student's tasks will mostly likely evolve during the course of the semester and as the student's abilities increase during the semester. Documentation will be requested during the semester to support the student's project which will be submitted on-time and completed to the Advisers satisfaction.

Tasks assigned to the student should be completed in a timely manner and as prescribed by the schedule given to the student. Poorly completed tasks will have to be completed again, if schedule permits.

On-time Completion of Assignments and Team Grade (25%)

Tasks will be agreed upon and recorded during Adviser meetings. The On-time completion of tasks is vital for the success of your Independent Study and the project. These tasks are expected to be completed thoroughly and in the best possible way to support their assigned team and project. Other students will depend on you and your work for their studies. Assignments will be submitted to the Adviser and the completion date will be recorded. It is the Student's responsibility to record assigned due dates and manage the completion of their tasks on time. You are expected to resolve issues preventing the completion of your task. If you are waiting for information from another student, immediately inform your Program Manager and the Student Research Coordinator. For those working in a team, a portion of this category will be based on scores from your team members pertaining to your group work.

Number of Hours (10%)

The level of effort during the semester is gauged on the number of hours the student works **AND** level of accomplishments. All hours recorded must be the students' best effort, not just physically present at Space Grant. Hours must be completed before the first day of finals and may not be made up at a later time. **All time spent in meetings, writing reports, Outreach events, or doing Space Grant work counts toward total hours.** Hours may be worked at your convenience as long as you are attending required meetings, and communicating and documenting your work status with your team lead.

Weekly time reports are required using the on-line time keeping tool; only hours reported each week in the time keeping tool will be counted at the end of the semester. Late timesheets will count against your grade. Hours above the required will be considered for extra credit.

A grade will be awarded in proportion of the number of hours worked and the level of accomplishments. **An "A" can be earned if 50 hours or more per credit hour are worked and an exceptional level of effort is demonstrated during the semester. Graduate students will be required to work 60 hours per credit hour. It is expected that at least 50% of your time will be spent working with your team members in the same location. It is expected that each student attends all group common working hours and spends at least half of their weekly hours physically at Space Grant as teamwork is key to a successful independent study.**

Code of Conduct (10%)

Every student is expected to adhere to the COSGC Code of Conduct. Also reference the COSGC Student Handbook for further details.

Outreach (10%)

It is expected that each student participate in an Outreach activity during the ISA period. Outreach is very important to Space Grant's mission. An outreach will ideally benefit and inspire young people and further their interest in math, science and space. However, donating time for a worthy cause is also allowable. Helping with any official Space Grant outreach will satisfy this requirement. A unique outreach is to be completed and it will not count if it is to fulfill another community service requirement for another organization or class. Talk to a Space Grant staff member for any questions or to pre-approve an event which you hope will satisfy this Independent Study requirement.

Progress Reports (10%)

Semester progress reports will be provided during the Advisor meeting. Since the reports and the various Advisor meetings are important in determining the student's grade, late or missed meetings or documents will directly affect the student's grade. PR feedback will be given during the Advisor Meetings.

Final Report and Exit Interview (10%)

The Final Report will be submitted during the Exit interview. The student should also bring examples of work during the semester. Since this Final Report and Exit Interview is important in determining the student's grade, a late or missing Final Report or a missed Exit Interview will directly affect the student's grade. This is where you can show what you have learned during the semester.

Remarks:

The COSGC Staff expects the best from all students involved in the COSGC program. This policy is designed to communicate to students the importance of their work at COSGC and that they should consider seriously the commitment they will have to make to participate in the COSGC academic program.

University Guidelines Governing Independent Study

Introduction

Independent Study is an opportunity for students to earn academic credit for learning outside the formal class structure, under the individual direction of a faculty member. Independent Study is provided to fill an academic need of importance to the student that cannot be filled by the regular curriculum.

Policies/Eligibility

1. The student is required to complete and sign an Independent Study Agreement. The Independent Study Agreement must be approved and signed by the professor directing it, and by the department's Independent Study Coordinator. University policy states that only faculty members may sponsor Independent Study.
2. To be eligible for Independent Study, a student should have completed a significant portion of his/her undergraduate studies with a very good G.P.A., and must have some relevant background knowledge and/or experience.
3. CCHE policy states that a minimum of 25 hours of work-time on the part of the student is required for each 1-semester hour of Independent Study credit.
4. Independent Study credit will be granted upon satisfactory completion of the project requirements as defined in the Independent Study Agreement.

Restrictions

1. University rules do not normally allow Independent Study credit for: internship experiences; for work-study or hourly pay work done in departments; or for work also compensated by a salary.
2. The Independent Study may not be done retroactively. That is, the agreement for Independent Study is to be completed, signed, and approved prior to the initiation of the project.

How to Enroll

Completion of the Independent Study Agreement does not constitute enrollment in the course. After completion and approval of the Independent Study Agreement, the student will need to contact the undergraduate advisor in his/her home department for the call number to register. Registration for Independent Study normally cannot be arranged after the second week of classes in any semester.

Class and University Policies

University Policies

Medical and Disabilities Services

If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities. Contact Disability Services at 303-492-8671 or by e-mail at dsinfo@colorado.edu.

If you have a temporary medical condition or injury, see Temporary Medical Conditions: Injuries, Surgeries, and Illnesses guidelines under Quick Links at Disability Services website and discuss your needs with your professor.

Religious Obligations

Campus policy regarding religious observances requires that faculty make every effort to reasonably and fairly deal with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please review the assignment calendar for this class and notify the instructor by email within the first 2 weeks of class if you have such a conflict. See full details at http://www.colorado.edu/policies/fac_relig.html

Expected Environment

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, color, culture, religion, creed, politics, veteran's status, sexual orientation, gender, gender identity and gender expression, age, disability, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. See policies at <http://www.colorado.edu/policies/classbehavior.html> and at http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#student_code