

## **PHR Individual Studies (PH 180/RECL 180) Policy**

### **Description**

The Individual Studies Course PH/RECL 180 provides students and faculty with a flexible means for students to learn and to contribute to the department. This policy describes the opportunities, procedures, and expectations.

### **Definitions**

As described in SJSU Catalog, students who enroll in PH 180/RECL 180 will engage in individualized learning about a special topic(s) and/or processes by engaging in personally relevant applied projects/tasks of which others also benefit (i.e., peers, faculty, community organizations/leaders, and/or the department). Example activities include: research, projects, instructional assistance/support, field experiences, and community service learning.

Students will spend, for each unit of credit, a minimum of 45 hours over the length of the course. The grading structure is credit/no credit for 1-4 units (which is repeatable for credit).

The 180 course content options are as follows.

1. **General 180 Student.** Undergraduate students who request and are appointed to support faculty in projects and/or research related activities for course credit. Students who are selected and approved will enroll in the academic course of either RECL 180 or PH 180.
2. **Student Leader.** Undergraduate students who request or are appointed to support faculty in a variety of activities related to the delivery of education for course credit. Students who are selected and approved to be a Student Leader will enroll in the academic course of either RECL 180 or PH 180.

Responsibilities. Student Leaders are expected to consistently perform the following types of tasks/activities to support teaching and learning. These duties include, but are not limited to:

- a. Attend class regularly.
- b. Communicate with the instructor regularly about expectations or issues with students as they arise.
- c. Under the guidance of the course instructor, provide support in the classroom and/or guide students in a community setting.

- d. Support students in their writing by helping peers to better understand assignments and their approach to the assignment.
- e. Support faculty by organizing class information, communicating deadlines and processes to students, and helping to lead small group discussions/activities.
- f. Provide feedback to students about their participation during in-class and assignments.

**Prohibited Activities.**

- a. Student Leaders (PHR 180 students) can not grade papers or have access to the grade book or individual student grades.
- b. While performing job-related duties, students are prohibited from engaging in unethical activities. Examples include consuming alcohol or other drugs with students and/or faculty and sexual relations with students.
- c. Instructors and TAs are expected to exercise discretion and engage appropriately in all social situations.

**Minimum Criteria to Request a PH/RECL 180, Student Leader.**

- a. Student must have upper division standing and be in good academic standing (i.e., students who are on probation are not eligible to serve as Student Leaders).
- b. Student who will assist faculty in the classroom are expected to have completed the course(s) in which they are assisting faculty, with a letter grade of B or higher.

**Procedures to Request PH/RECL 180 Enrollment**

1. Students and/or faculty interested in initiating a PH/RECL 180 will have a conversation about the criteria, roles, responsibilities, and opportunities of PH/RECL 180.
2. Prior to selecting a student for 180 enrollment, faculty will contact the UG program coordinator who oversees the major of the potential student to verify that the student is in good academic standing and to confirm that the course qualifies to have a 180 student.
3. Upon confirmation by the undergraduate program coordinator, the student and faculty will jointly complete the PH/RECL Individual Studies Form.
4. The PH/RECL Individual Studies Form will be reviewed by the relevant program coordinator (who will approve with or without revisions or disapprove).
5. Upon approval from the relevant UG program coordinator, the Department Chair will review and will approve with or without revisions or disapprove and return the form to the relevant UG program coordinator and the supervising faculty.