

Guidelines on Offering Independent Study Courses at Doctoral Programs at I-Shou University

Adopted by the University Administration Council on December 11, 2019, and promulgated with the consent from the President dated December 25, 2019

- I. The Guidelines on Offering Independent Study Courses at Doctoral Programs at I-Shou University (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") to provide international doctoral students with diverse learning channels and to meet their actual needs.
- II. The Guidelines are applicable to elective courses in doctoral programs.
- III. One faculty member may offer one independent study course each semester, and the teaching hours of the independent study course are included in the total teaching hours for the semester.
- IV. To offer an independent study course, faculty members shall file an application with a syllabus (see Appendix 1) one semester prior to the beginning of the course and obtain prior consent from the University.
- V. Faculty members offering an independent study course shall offer eighteen hours of individual guidance per credit to students, draw up a complete course plan and requirements, supervise students every week as scheduled, safely keep students' learning records and guidance records on ISU Moodle, and submit a learning outcomes report (see Appendix 2) within two weeks after the course ends.
- VI. The maximum enrollment of each independent study course is two.
- VII. The number of teaching hours of an independent study course is one-third of the number of credits of the course. If the course is offered in English, the hourly pay is multiplied by 1.5.
- VIII. Students may earn a maximum of six credits per semester from independent study courses, and the credits earned from independent study courses are capped at nine credits toward graduation requirements.
- IX. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
- X. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.

I-SHOU UNIVERSITY

Syllabus for Independent Study Courses at Doctoral Programs

Application Date:

Department & Grade Level		Offered in	_____ Semester in Academic Year _____
Course Title	Chinese: English:	Course Code	
Course Instructor		Credits/Hours	
Course Objectives			
Course Description			
Relevance of Achievement Indicators to Course Objectives			
Anticipated Outcomes			
	Course Design		
	Course Schedule/Outline	Week	Course Schedule/Outline
		Week 1	
		Week 2	
		Week 3	
		Week4	
		Week 5	
		Week 6	

		Week 7	
		Week 8	
		Week 9	
		Week 10	
		Week 11	
		Week 12	
		Week 13	
		Week 14	
		Week 15	
		Week 16	
		Week 17	
		Week 18	
	Textbooks and Teaching Materials		
	Course Requirements (including anticipated learning outcomes, assignments, and tests)		
	Scoring Criteria		
	Others		

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Weekly Progress Assessment for Independent Study

Courses at Doctoral Programs

Filling Date:

Department & Grade Level		Course Title	
Course Code		Course Instructor	
Students	1. Student No.: Name: 2. Student No.: Name:		
Assessment of Course Schedule/Outline	Course Content of Week_____	Actual Learning Outcomes (including the course progress and student learning outcomes)	

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Course Instructor:

Administrative Head:

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Learning Outcomes Report on Independent Study Courses at Doctoral Programs

Filling Date:

Item	Learning Outcomes/Evidence	Criteria	Assessment Percentage	
Assignments	Assignment 1: Reading report	1. Comprehension and summarizing skills: Students can have extensive reading based on assigned reading materials and then make a summary. 2. Reflections: Students can make appropriate reflections or responses combining personal experiences or perspectives.	20	40
	Assignment 2: Paper contribution			
Final Grade	Final written report			
Learning Attitudes	Experience sharing/Interaction on the learning platform	1. Comprehension and summarizing skills: Students can read extensively based on topics discussed in class and then create a summary. 2. Reflections: Students can make appropriate reflections on the topics. 3. Students can interact with each other.		

	Class engagement			
	Attendance rate			
			Total	100

Course Instructor:

Administrative Head: