

**WORKSHEET for CUSTOMIZED ACADEMIC LEARNING in WSE FORM
Spring 2026 Change Period and Late Add**

This worksheet is intended to provide you with a preview of the questions you must answer in completing the [Customized Academic Learning in WSE Form \(Change/Late Version\)](#). For the most expedient processing of your CAL change or late add request, please review your intended responses with your faculty sponsor before opening the Customized Academic Learning in WSE form. You will be required to upload the resulting pdf of your completed Customized Academic Learning in WSE form into the SEAM Case for Customized Academic Learning. You will also be required to upload several other items into the SEAM case. Details will be provided to you via email after you submit the CAL in WSE Form (Change/Late Add Version).

Here are the questions that appear on the form. All questions require a response.

Type of CAL; response options are

- Research
- Independent Study
- Internship

Number of Credits; response options are 1-6 credits for Research and Independent Study; for Internship, the only response is 1 credit. Please note the following CAL credits for the term and academic year, depending on what school you are in, KSAS or WSE (based upon primary major) as shown in the table below. If your resulting credit total exceeds these limits, it will be need to be evaluated for an overload approval by your academic advising office before it is processed; it will automatically be routed to them, you do not need to do anything.

School of Your Primary Major	CAL Limit per semester	CAL Limit per academic year (summer 2025-spring 2026)
AS	3 credits	6 credits
EN	6 credits	12 credits

Is the CAL being used to fulfill an Engineering Foundational Ability? Response options are (multi-select among the “yes” options permitted):

- No [*this is the response we expect most frequently at this time*]
- Yes, FA1.1eP Writing ePortfolio
- Yes, FA1.2eP Oral Communications ePortfolio
- Yes, FA5eP Ethical Reflection ePortfolio
- Yes, FA6eP Conceiving of and Realizing Projects ePortfolio

Grading Method; response options are Letter Grade or Satisfactory/Unsatisfactory for Research and Independent Study; for Internship, the only response is S/U. The grading method you select will influence the assessment mechanisms available to you later in the form completion.

Frequency of Meetings with Faculty Sponsor; response options are weekly, bi-weekly, monthly, other (with box to supply the “other” value).

Provide a project description in the provided box. The project description must include the learning objectives, methodology, required resources, and expected deliverables.

Is this experience paid or unpaid?

Response options:

- Paid
- Unpaid

Selection of Learning Objectives; You must choose at least one or provide at least one “other.”

These are the response options if CAL is **not being used towards an Engineering Foundational Ability requirement:**

- LO.1 Assess potential approaches for undertaking a project.
- LO.2 Enact a process of reflection and project iteration.
- LO.3 Apply a laboratory procedure, computational methodology, or mathematical analysis toward solving a problem.
- LO.4 Undertake prototype construction and testing.
- LO.5 Work collaboratively while delineating one's own contribution.
- LO.6 Communicate effectively to a range of audiences.
- LO.7 Engage in aspects of project management.
- LO.8 Analyze the ethical implications of a technology, process, or endeavor.
- LO.9 Articulate the relevance of one's personal experiences to their coursework at JHU and one's professional future.
- LO.10 Prepare a project for publication in a journal.
- LO.11 Other (specify)
- LO.12 Other (specify)
- LO.13 Other (specify)

If the CAL is being used to meet an Engineering Foundational Ability, the available Learning Objectives and corresponding Assessment Mechanisms are specifically applicable to the selected Foundational Ability (-ies). Students may include other Learning Objectives and corresponding Assessment Mechanisms from the provided lists but are not required to do so.

FA1.1eP Writing ePortfolio (must select at least one Learning Objective and its associated Assessment Mechanism)

- LO.6** Communicate effectively to a range of audiences.
Assessment Mechanism: final written report
- LO.7** Engage in aspects of project management.

Assessment Mechanism: Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

LO.10 Prepare a project for publication in a journal.

Assessment Mechanism: Written draft

FA1.2eP Oral communications ePortfolio (must select at least one Learning Objective and its associated Assessment Mechanism)

LO.6 Communicate effectively to a range of audiences.

Assessment Mechanism: final oral presentation

LO.9 Articulate the relevance of one's personal experiences to their coursework at JHU and one's professional future.

Assessment Mechanism: public oral presentation

FA5eP Ethical Reflection ePortfolio (no selection; this LO and its AM are mandatory)

LO.8 Analyze the ethical implications of a technology, process, or endeavor.

Assessment Mechanism: written analysis and revision after bi-weekly reflections with supervisor

FA6eP Conceiving of and Realizing Projects

Students must complete ALL four components: Ideation, Implementation, Reflection, Project Management). Only Implementation has more than one option (LO.3 or LO.4) and requires a selection by the student;

- Ideation, LO.1 mandatory
- Implementation LO.3 **or** LO.4; select at least one
- Reflection LO.2 mandatory
- Project Management LO.7 mandatory

LO.1 Assess potential approaches for undertaking a project. (Ideation)

Assessment Mechanism: literature review accompanied by a proposal considering constraints

LO.3 Apply a laboratory procedure, computational methodology, or mathematical analysis toward solving a problem. (Implementation)

Assessment Mechanism: weekly project updates and/or laboratory notebook entries as well as a final written report

LO.4 Undertake prototype construction and testing. (Implementation)

Assessment Mechanism: weekly project updates and/or laboratory notebook entries as well as a final written report

LO.2 Enact a process of reflection and project iteration. (Reflection)

Assessment Mechanism: weekly project updates as well as a final written report

LO.7 Engage in aspects of project management. (Project Management)

Assessment Mechanism: Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

Selection of Assessment Mechanisms; the Assessment Mechanism response options are dependent upon the Learning Objectives and the Grading Method selected earlier in the form completion process.

For cases where a student is using CAL towards and Engineering Foundational Ability requirement, the eligible assessment mechanisms are provided in the preceding section.

For cases where a student is not using CAL towards an Engineering Foundational Ability requirement, the eligible assessment mechanisms are listed under each learning objective below. The student must select at least one assessment mechanism or input one "other" assessment mechanism for each learning objective chosen in the preceding question. **If the student selected letter grading method, they must complete one of the assessment mechanisms in blue font.** If the student selected S/U grading method, they may complete any one (or more) of the assessment mechanisms (black font or blue font in the list below).

Weighting of Assessment Mechanisms: If the CAL is not being used to fulfill an Engineering Foundational Ability, you will need to provide a weight for each of the Assessments Mechanisms you select (percent of grade). They must total to 100%.

- LO.1 Assess potential approaches for undertaking a project.
Faculty supplied readings followed by informational interview
Literature review accompanied by a proposal considering constraints
Other (specify)
- LO.2 Enact a process of reflection and project iteration.
Weekly project updates
Weekly project updates as well as a final written report
Other (specify)
- LO.3 Apply a laboratory procedure, computational methodology, or mathematical analysis toward solving a problem.
Weekly project updates
Maintain laboratory notebook that is routinely reviewed by supervisor
Weekly project updates and/or laboratory notebook entries as well as a final written report
Other (specify)
- LO.4 Undertake prototype construction and testing.
Weekly project updates
Maintain laboratory notebook that is routinely reviewed by supervisor
Weekly project updates and/or laboratory notebook entries as well as a final written report
Other (specify)
- LO.5 Work collaboratively while delineating one's own contribution.

Self and peer reflections along with observations by a mentor
Other (specify)

LO.6 Communicate effectively to a range of audiences.

Final written report

Final oral presentation

Poster presented at an event at which examiner asks questions

Other (specify)

LO.7 Engage in aspects of project management.

Produce a detailed GANNT chart for the semester and provide weekly oral updates

Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

Other (specify)

LO.8 Analyze the ethical implications of a technology, process, or endeavor.

Bi-weekly written reflections and project supervisor evaluation

Written analysis and revision after bi-weekly reflections with supervisor

Other (specify)

LO.9 Articulate the relevance of one's personal experiences to their coursework at JHU and one's professional future.

Oral reflection with faculty member

Written proposal with bi-weekly written reflections

Public oral presentation

Other (specify)

LO.10 Prepare a project for publication in a journal.

Written draft

Other (specify)

LO.11 Other (specified)

Bi-weekly written reflections and project supervisor evaluation

Faculty supplied readings followed by informational interview

Final oral presentation

Final written report

Literature review accompanied by a proposal considering constraints

Maintain project/laboratory notebook that is routinely reviewed by supervisor

Oral reflection with faculty member

Poster presented at event at which examiner asks questions

Produce a detailed GANNT chart for the semester and provide weekly oral updates

Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

Public oral presentation

Self and peer reflections along with observations by a mentor

Weekly project updates

Weekly project updates as well as a final written report

Weekly project updates and/or laboratory notebook entries as well as a final written report

Written analysis and revision after bi-weekly reflections with supervisor

Written draft

Written proposal along with bi-weekly written reflections

Other (specify)

Other (specify)

Other (specify)

LO.12 Other (specified)

Bi-weekly written reflections and project supervisor evaluation

Faculty supplied readings followed by informational interview

Final oral presentation

Final written report

Literature review accompanied by a proposal considering constraints

Maintain project/laboratory notebook that is routinely reviewed by supervisor

Oral reflection with faculty member

Poster presented at event at which examiner asks questions

Produce a detailed GANNT chart for the semester and provide weekly oral updates

Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

Public oral presentation

Self and peer reflections along with observations by a mentor

Weekly project updates

Weekly project updates as well as a final written report

Weekly project updates and/or laboratory notebook entries as well as a final written report

Written analysis and revision after bi-weekly reflections with supervisor

Written draft

Written proposal along with bi-weekly written reflections

Other (specify)

Other (specify)

Other (specify)

LO.13 Other (specified)

Bi-weekly written reflections and project supervisor evaluation

Faculty supplied readings followed by informational interview

Final oral presentation

Final written report

Literature review accompanied by a proposal considering constraints

Maintain project/laboratory notebook that is routinely reviewed by supervisor

Oral reflection with faculty member

Poster presented at event at which examiner asks questions

Produce a detailed GANNT chart for the semester and provide weekly oral updates

Produce a detailed GANNT chart for the semester along with a written plan; provide weekly written updates

Public oral presentation

Self and peer reflections along with observations by a mentor

Weekly project updates

Weekly project updates as well as a final written report

Weekly project updates and/or laboratory notebook entries as well as a final written report

Written analysis and revision after bi-weekly reflections with supervisor

Written draft

Written proposal along with bi-weekly written reflections

Other (specify)

Other (specify)

Other (specify)

DEADLINES AND SELECT POLICIES

Complete policies available in the [Catalogue, Registration Policies Section](#), CAL and HS Tab

These are the deadlines for spring 2026 CAL activity all times 4:30 pm:

Deadline to add CAL: end of 4th week; Monday, February 16, 2026

Deadline for changes to CAL (S/U vs letter grade, number of credits): end of 6th week; Monday, March 2, 2026

Deadline to drop CAL: end of 6th week; Monday, March 2, 2026

Deadline to withdraw from CAL: end of 11th week; Friday, April 10, 2026

The new **process** governing the way CAL is conducted in WSE is applicable to any student pursuing CAL in a WSE academic discipline (EN.XXX.5XX). This applies to the proposal, registration and assessment processes and deadlines, regardless of whether the student's primary major (and therefore reporting division) is AS or EN. Similarly, if an EN student pursues CAL in a KSAS academic discipline (AS.XXX.5XX), they must adhere to the KSAS CAL process.

The new **credit limits** on CAL are applicable only to students whose primary major is EN. The increased credit limits should be extended to all EN students, not just those entering JHU in fall 2025. CAL completed in past academic terms applies to the new limits.

The new CAL **deadlines** apply in this manner:

EN student registering for EN CAL

AS student registering for EN CAL

EN student registering for AS CAL

Therefore, the only group omitted from the new deadlines is AS student registering for AS CAL.