

WORKSHEET for CUSTOMIZED ACADEMIC LEARNING in WSE
Summer 2026 and Fall 2026
April 2026 – September 28, 2026

This worksheet is intended to provide you with a preview of the questions you must answer in completing the Customized Academic Learning registration process in SIS. For the most expedient processing of your CAL request, please review your intended responses with your faculty sponsor before opening the Customized Academic Learning in EN online form in SIS.

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

Term

Select from dropdown list

Department

Select an Engineering department from the dropdown list

Course

Select a course offered by the chosen department from the dropdown list

[CAL Type]

This will automatically populate based upon the course you select. It is not editable.

Number of Credits; response options are 1-6 credits for Research and Independent Study; for Internship, the only response is 1 credit. Each credit should represent 40 hours of work spent on the CAL experience throughout the term.

Please note the following CAL credit limits 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 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 2026-spring 2027)
AS	3 credits	6 credits
EN	6 credits	12 credits

Faculty Sponsor

As you begin to type the last name of your faculty sponsor, names with that arrangement of letters will be displayed. Keep typing until you are able to select your intended faculty sponsor. You will notice one of two symbols preceding each person's name: either a green checkmark, or a red triangle with an exclamation point. The green check indicates that the selected faculty member is already affiliated with that department via a faculty appointment (primary or

joint/secondary) and therefore already empowered to serve as a CAL faculty sponsor in that department without additional review. The red triangle/exclamation point symbol indicates that the selected faculty member is not formally affiliated with the department and therefore must be reviewed by the departmental Director of Undergraduate Studies for approval to serve as a CAL faculty sponsor in that department. If this applies to your CAL registration request, it will automatically be routed to your intended faculty sponsor and the departmental Director of Undergraduate Studies for review. You will be able to see the status of your request in your "Pending Enrollments" in SIS.

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

Will you be documenting your CAL work using an 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 fall 2026 CAL activity all times 4:30 pm:

Deadline to add CAL: end of 4th week; Monday, September 28, 2026

Deadline for changes to CAL (S/U vs letter grade, number of credits): end of 6th week; Monday, October 12, 2026

Deadline to drop CAL: end of 6th week; Monday, October 12, 2026

Deadline to withdraw from CAL: end of 11th week; Friday, November 13, 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.