

GENERAL DESCRIPTION OF THE INDEPENDENT STUDY PROGRAM

Independent Study is designed for the student who is broadly and deeply curious about a particular subject and can benefit from the experience of developing, organizing and pursuing to successful completion a project that he/she finds stimulating. It is the responsibility of the student to locate an advisor to assist in the course of study. The content of an independent study should be above and beyond school offerings.

PURPOSE OF THE PROGRAM

1. To challenge and stimulate the individual student who wishes to pursue in depth, a topic of personal interest, which cannot be included in the regular curriculum.
2. To give the student an opportunity to work alone, with a teacher available for advice.
3. To encourage the student to reach his/her own conclusions after the study of a topic of personal interest.
4. To help the student learn and practice research techniques: finding materials, writing reports, and presenting the results of research.

GENERAL CONDITIONS GOVERNING THE PROGRAM

1. The program will be limited to students who are in good standing academically. Participating students must have demonstrated better than average competency in the area in which they wish to pursue independent work.
2. Admission to the program is by application, initiated by the student, who will present an outline of the subject area he/she plans to investigate.
3. The project must receive the approval of the student's parents, a sponsoring teacher (whom the student selects), the student's counselor and the student's Assistant Principal. Final approval is granted by the Principal.
4. The work is to be done outside the structure of regularly scheduled classes and will cover knowledge not included in the regular curriculum.
5. Each student will be required to meet with the supporting teacher at least once a week to review his/her progress. This meeting must be recorded in the conference log and initialed by both the teacher and student.
6. Projects in their final form and/or project reports will be submitted to the student's Assistant Principal for credit approval.
7. In general students may not earn more than one credit in Independent Study in their program of studies at Shelton High School. On the Project Proposal the student and sponsoring teacher will identify the amount of credit they feel the project merits. An independent study project may be done for no academic credit if desired.

8. A grade of “P” will be given for a successfully completed project. A successfully completed project is defined as a project, which merits a letter grade of “C” or better. Passing grades are not included in GPA calculations.
9. Students participating in the individual study program may, if they so desire, be reassigned from regularly scheduled study halls.
10. It is recommended that teachers work with students on a one on one basis; however, there may be times when it could be beneficial to have a teacher work with two or more students simultaneously.
11. The assignments must be meaningful with reference to the project. Side benefits, such as learning library skills and using technology are important, but incidental.
12. Evaluation must be relevant and clearly understood by the student, the teacher, the Assistant Principal and the Principal.
13. A student may withdraw at any time without academic penalty by informing his/her participating teacher and his/her Assistant Principal.
14. Students may not drop courses to add independent study.

SPECIFIC PROCEDURES

1. The student will obtain an Independent Study Program Guide from his/her counselor.
2. The student will complete the application and submit it to the Principal. **Deadline for submission is ten days from the commencement of the semester.**
3. The Principal will approve the project and the Assistant Principal will retain the application until the project is completed. The Principal may deny approval of the project and return the application to the student for revisions.
4. After the application is approved by the Principal, the student and the sponsoring teacher will meet and mutually agree upon:
 - a. Scope and sequence of the project
 - b. The goals and objectives (behavioral) of the project
5. No late applications will be accepted.

6. The student and teacher must identify the parameters for the following on the Independent Study Proposal:
 - a. Project timeline
 - b. Meeting times (at least once a week – more often, if necessary)
 - c. Tasks to be completed by the student
 - d. Work to be handed in by student
 - e. The method of evaluation to be used at completion of the project
 - f. Work to be evaluated and returned to the student by the teacher
7. After meeting with the sponsoring teacher, the student will submit the Independent Study Proposal to the Principal.
8. The Principal will review the proposal and the approved proposal will be returned to the sponsoring teacher. Unapproved proposals will be returned to the student for revisions.
9. At the completion of the project, the student will submit materials (conference log and other items identified in proposal) to the sponsoring teacher who will evaluate them.
10. The sponsoring teacher will forward the proposal and any other end of project materials to the appropriate Assistant Principal.
11. The Assistant Principal will review the materials, return them to the sponsoring teacher, and forward the application to the school counselor.

APPLICATION FOR INDEPENDENT STUDY

(Must be submitted to the Principal within the first ten days of the semester)

Name _____ ID# _____ Date _____

House _____ Counselor _____

Area of Study _____ Sponsoring Teacher _____

Previous courses or experience relating to this area: _____

How much time do you currently devote to class assignments per night? _____

How much time do you spend in extra curricular activities per week? _____

Do you have a part-time job? Yes _____ No _____ Hours per week _____

Write a short summary in the space provided below (use additional sheets if necessary) indicating your understanding of the Independent Study Plan. Be sure to discuss how you will create time to work on the project and if you will be requesting a change in your SHS course schedule. Then obtain the required signatures on the back of this page.

STUDENT NAME _____ HR _____

Parent’s/Counselor / Sponsoring Teacher / Approval:

I have read the Independent Study Program Description and the summary on the back of this page of the conditions governing the Independent Study Plan, and hereby give my approval for my child/counselor/student to participate in the program.

(Signature of Parent or Guardian) (Counselor’s Approval)

(Sponsoring Teacher)

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Administrative Use Only:

Application approved by: _____ Date: _____

Proposal approved by: _____ Date: _____

Amount of Credit Approved: _____

Proposal Return to Sponsoring Teacher: _____ Date: _____

Final Project Approval: _____ Date: _____

Forward application to the Student’s School Counselor after final Project is completed and approved by the Assistant Principal.

Student has been enrolled in course _____ and granted _____ credit with a grade of “P”.

By: _____ Date: _____

Forward application to School Counselor to be placed in student’s cumulative record.

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STUDENT NAME _____ ID# _____

INDEPENDENT STUDY PROPOSAL

This is to be filled out by the student in conjunction with the sponsoring teacher **AFTER** the application has been approved and then submitted to the Principal.

Project Timeline: Proposed Start _____ Anticipated Completion: _____
(Date) (Date)

Amount of credit to be granted for successful completion of Project:

Circle One: 1.0 .50

TASKS TO BE COMPLETED BY STUDENT:

1. Conference Log
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

WORK/MATERIALS TO BE HANDED IN BY STUDENT AND EVALUATED BY SPONSORING TEACHER:

1. Conference Log
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

(Over)

