

INDEPENDENT STUDY GUIDELINES

Independent study is an option for students who have demonstrated an ability to do advanced work and who desire to investigate academic topics beyond the scope of learning experiences offered in the program of studies at Spaulding High School. Students considering independent study should first consult with their guidance counselor to receive initial permission and an Independent Study Contract.

Students interested in independent study will meet the following guidelines:

- No more than one independent study may be taken per semester without special permission.
- The deadlines for initiating an independent study should be within the first 2 weeks of first semester, and by the beginning of second semester. Independent studies shall be completed by the end of a semester/quarter.
- Select a topic for the independent study project.
- Obtain a teacher/advisor that will be the student's immediate evaluator and guide them through the project's duration.
- Develop an outline of work to be accomplished, to include:
 - A statement of objectives.
 - Activities or methods, which will be used to meet the objectives.
 - A list of project evaluation criteria.
- Determine the project duration and request a comparable credit award for successful completion.
Example:
 - 68 clock hours = ½ credit (18 weeks X 45 min. or 9 weeks x 90 min.)
 - 135 clock hours = 1 credit (36 weeks X 45 min. or 18 weeks x 90 min.)
- Seek project approval by gaining the signatures of the appropriate department chair, principal and the student's guidance counselor on the independent study contract. Parent or guardian approval is also required. This is to be accomplished through a meeting of all parties to evaluate the study proposal. The student, with their mentor, will arrange this meeting. All participants are to be given a copy of the proposal at least 2 days before this meeting is held. At this time the proposal will be evaluated by all members who will make changes, accept as is, or deny the request for the independent study. Level will be determined at this time.
- Students will work closely with their advisor who will monitor and measure their progress. Students will keep a journal or log to record their progress to be shared with their teacher/advisor and submitted to the review committee. Supervising teachers shall also provide feedback in the student's journal on a weekly basis.
- Prepare a final report or other approved assessment tool deemed appropriate for final review and consideration. The assessment tool will be due at the end of the normal marking period for which it was approved. Students will work with their advisor to coordinate the assessment review meeting with members of the review committee.
- Review committee will meet to determine the grade within two weeks of the close of grades.