

Olathe West High School

Application for Independent Study



Definition: Independent Study refers to a contract between a student and a staff member to accomplish a specific projects completed within the structure of a regular class for which credit is granted.

Procedures: Independent Study affords a student the opportunity to pursue a program that would NOT otherwise be available to him/her. The student must work with a staff member in designing the independent study program. The contract for this program must be completed prior to the end of the first two weeks of the semester. Students who wish to take advantage of this opportunity need to complete the following steps:

- Talk with a certified staff member willing to coordiante the independent study project.
- Obtain the independent study application form available in the Counseling Office.
- Work with the staff member to complete the independent study application.
- Obtain the necessary signatures as identified on the application (student, parent, sponsoring staff member, give to counselor once complete. They will evaluate and sign.
- Submit the completed contract to grade level administrator for approval.
- In order for credit to be granted, the student must keep a log of the time devoted to the project and fulfill all terms of the contract.

Other Guidelines Governing Independent Study:

Students completing an independent study application must be scheduled with an instructor for a specif period of the school day for purposes of attendance, instruction, and evaluation. Upon approval, the student will provide the original copy to his/her counselor who will create the appropriate course and section number for the hour identified on the application. The student's schedule will then be adjusted to add the independent study information.

Since the sponsoring instructor is directly responsible for the student during the independent study period, the student if assigned to a specific location, usually the sponsoring instructor's classroom. Any movement to a different location must be cleared through the instructor ahead of time and will require a hall pass. The area to which the student is assigned must be within the department area to enable the instructor to supervise the student's activities. Students are not to be sent to the Media Center unless they are on a specific task related to their study. Any exceptions to this must be cleared through grade level administrator.

If at any time the student violates the agreement of the independent study contract, he/she will be placed in Alternative Placement (ISS) for the duration of the semester and **will not** receive credit.

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Student Name _____ Grade _____

Independent Study Project _____

Sponsoring Staff Member _____

Purpose and Overview of the Independent Study Project:

Measurable Student Learning Outcomes of the Project:

As a part of this independent study project, the student will be able to :
(include at least five outcomes)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Learning Activities:

What will the student do to achieve the outcomes listed:

1. _____

2. _____

3. _____

4. _____

5. _____

Learning Evaluation:

How and when will student learning be measured?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Student Name: _____ Date _____

Grade: _____ Student ID# _____

Semester 1st 2nd Room _____
Credit _____

Hour 1 2 3 4
 5 6 7

Grading Option: Pass/Fail Letter Grade

Signatures:

Student

Parent

Supervising Staff Member

Counselor

Grade Level Principal

(For office use only)

Ind. Study Course # _____ Date _____
(data operator)

Counselor made change to schedule Date _____