

Independent Study Learning Contract

This form is to be completed by the student and instructor and approved by the Division Dean and Dean of Instruction prior to the deadline established for independent study courses.

Student Information

Name	_____	G Number	_____
Email	_____	Phone	_____
Date of Application	_____	Degree or Certificate (AS, AAOT, ASOT AAS)	_____
Credit Hours Sought	_____	Term Requested	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Instructor Information

Name	_____	Email	_____
Please check one option:			
<input type="radio"/> For this course the faculty member has <u>no more than three</u> students per term.			
<input type="radio"/> For this course the faculty member has <u>more than three</u> students per term. The reason for the exception is:			
Please check one option:			
<input type="radio"/> This Independent study does not involve travel outside of the United States			
<input type="radio"/> This Independent study does involve travel outside of the United States, and I have contacted the Education Abroad office to ensure that it complies with the College Policy on International Travel for credit bearing programs			

Course Information

Title and Description of Proposed Course:

Course requirements:

This document is considered a contract between the instructor and the student. Deviations from this contract should be updated and documented by the instructor and student. Students are expected to devote at least 30 hours per term for each unit of credit (e.g. 90 hours per term for three credit hours of independent study). (A separate sheet may be attached for this section)

- Learning Outcomes
- Meeting requirements with the instructor – individual meetings, labs etc. Include days and times and whether it is weekly or biweekly.
- Major Assignments – include description, expectations (e.g., specifics related to reading or research, length for papers assigned) and due dates.
- Describe the work plan or attach a syllabus.
- Assessment -- How will the student learning outcomes be assessed?
- How is the course grade determined?

Evidence of Student's Preparation for Independent Study
(prior courses, readings completed, persons contacted)

For electronic signatures – type your signature in the line, save the contract, then send it to the next person using your MyPCC email account.

Student Signature

Date

Instructor Signature

Date

Division Dean Signature

Date

DOI Signature

Date

Return approved form to the requesting Division Office and CC the Dean of Academic Affairs