

Independent Study Contract

Student Name Student ID #

Address

Phone Number Degree/Certificate Student is Seeking

Enrollment Semester

Course Number Course Title

Credit Hours Instructor

Student Learning Outcomes:

Indicate skills, abilities, behaviors, expertise, or proficiencies the student will possess at the end of the course.

Outcomes Assessment Measures:

Indicate the measures that will be used to assess student achievement of the learning outcomes.

We the undersigned, have reviewed this contract and concur with the contract terms.

Student Signature & Date

Instructor Signature & Date

Division Dean/Program Director Signature & Date

For Office Use Only:

1. Update Credit and Billing Hours on SSASECT
2. Input Long Title on SSASYLB

Guidelines for Independent Study

Purpose

Independent Study allows students an opportunity for academic learning beyond what the college provides in the normal curriculum. This may involve creating a course in a field where Yavapai has no course at all, or it may involve creating courses more advanced or specialized than existing YC courses.

Limits

Independent Study is NOT intended to be used for:

- a. Individualized study of a course in the college catalog (See Directed Study).
- b. Cooperative job placement, work study, internships, etc. (See Service Learning /Internships). Independent Study is intended to be academic in its focus...not job training or work experience in focus.
- c. Developmental studies or non-college credit activities.

Enrollment Policies

- a. Independent Study is available during Spring and Fall semesters and during Summers depending on the availability of resources. (Division Dean/Program Director determines resources).
- b. Student may enroll for up to a maximum of six credit hours of Independent Study per semester.
- c. Student cannot apply more than twelve credit hours of Independent Study toward a degree at YC.
- d. Registration for the Independent Student may take place throughout the semester, however the contract must be completed by the semester end.
- e. Students pay normal credit hour fees for Independent Study credits.

Enrollment Procedure

- a. Decide what your Independent Study topic will be about.
- b. Identify a faculty member with expertise in the field you wish to study and discuss your ideas with him/her.
- c. With your instructor, complete an Independent Study Contract Form (forms available from Registration) and both of you sign it.
- d. Take the completed Contract to the Division Dean/Program Director (your instructor will know who this is) for review and approval signature.
- e. Take to the Registration Office for processing.

Guidelines for Instructors and Division Dean/Program Director

Full Time Faculty

- a. It is expected that all Independent Studies will be supervised by a full-time faculty member. In special circumstances, adjunct faculty may supervise if the appropriate Division Dean/Program Director approves.
- b. No instructor may supervise more than five Independent Study students, nor more than 15 semester hours of Independent Study credits during a semester.

Enrollment Deadlines

- a. There are no official semester enrollment deadlines. However, there are some guidelines. Each Independent Study Contract must be completed by the end of the semester; therefore, a student must have sufficient time remaining in the semester to complete the Contract learning outcomes. The following registration deadlines are suggested as guidelines for Division Dean/Program Directors considering approval of Independent Study Contracts:

Contracts of 5 to 6 credits: Not be approved later than the end of the 3rd week of the semester.

Contracts of 3 to 4 credits: Not be approved later than the end of the 6th week of the semester.

Contracts of 1 to 2 credits: Not be approved later than the end of the 9th week of the semester.

Note: *Availability during the summer may be limited. Contact the Division Dean/Program Director.*

Suggestions for completing key areas of the contract form

- a. **Credit Hours:** A student may enroll for up to a maximum of 6 Independent Study credits per semester. The general guidelines for setting credits is that a student must spend at least 45 clock hours of time or activity for one credit hour. That means a three credit Independent Study will require a minimum of 135 hours of student time.
- b. **Title or name of Project:** This title goes on the student transcript and therefore should be descriptive of what the project is about. The title cannot be the same as a course title in our college catalog.
- c. **Learning Outcomes:** These are statements that indicate what the student will know or be able to do as a result of the Independent Study.
- d. **Evaluation:** The contract must specify how the instructor will assess the learning outcomes. There is a wide range of assessment measures such as portfolios, completed art pieces, papers, journals, logs, tests, etc.
- e. **Signatures:** Before a student can complete registration for Independent Study there must be 3 approving signatures (Student, Instructor, and Division Dean/Program Director). A signature implies that the person signing has read the contract and agrees with all parts of the contract.