

University of Illinois Laboratory High School
INDEPENDENT STUDY – Guidelines and Application

Name _____
 Teacher _____

Independent study is a method of self-development and personal growth. It involves choosing a problem or topic that has meaning for the individual and following it to a point where it satisfies his/her curiosity or need at the time. Independent study may be independent of all course work in which a student is enrolled or may be a subject related to a course a student had at Uni. Refer to posted Independent Study proposal due date for Academic Year 2020-2021 in SSO.

Purposes

- To enrich the curriculum for the more highly motivated, independent, and self-reliant student.
- To encourage students to pursue a self-directed, self-initiated intellectual inquiry.
- To give students the opportunity to develop independent study habits.
- To provide an opportunity to study an established subject to a level beyond the existing curriculum or to study an area not presently included in our course offerings. (Courses offered in the curriculum cannot be taken on an independent study basis.)

Eligibility and Selection of Students

- Only sophomores through seniors will be eligible for directed independent study.
- Students who have shown unusual interest in their subject of study in the regular school program will be eligible.
- A student will not pursue more than one directed independent study per semester.
- Independent study courses cannot be applied toward the 300-minute supervision requirement.
- Not used for graduation requirement.

Application Part I: Responsibilities

Independent Study: Teacher Responsibility

Independent Study should be reserved for students who have demonstrated a strong interest in a particular area of study. It is *not* intended to be used as a solution to a scheduling conflict. Students must be self-motivated, responsible, trustworthy, and capable of working independently. Independent Study proposals are generated by the student, after consultation with his/her supervising teacher. The student should approach the teacher directly to ask if s/he would be willing to supervise their work. A teacher is under no obligation to accept a proposal to supervise an Independent Study. However, if the teacher does so, s/he is assuming responsibility for supervising that student's work. When accepting a proposal from a student, teachers should consider their ability to effectively supervise and instruct the student relative to their schedule and workload. There is no additional compensation for teachers agreeing to supervise an Independent Study.

The supervising teacher agrees to:

1. Work with the student to create an acceptable proposal. The student is responsible for writing the proposal and submitting it to the Assistant/Associate Director.

2. Review and sign the proposal attesting to the student's ability to meet the defined learning goals.
3. Establish a regularly scheduled time to meet with the student.
4. Regularly assess student progress relative to established learning goals.
5. Report on student progress in accordance with school procedures and take attendance (TBD).
6. Provide feedback to the Assistant/Associate Director relative to student progress in meeting learning goals at mid semester and end of the semester.
7. Supervising teacher has the right to terminate the independent study if students are not meeting requirements. This will not appear on the student's transcript.

Independent Study: Student Responsibilities

1. To solicit the help of a teacher-advisor to supervise the study.
2. To prepare a proposal for independent study including:
 - A statement of purpose with clearly defined goals.
 - An outline of the material to be read, experiment to be conducted, creative task to be undertaken, or appropriate description of study to be pursued.
 - A schedule showing time to be devoted and dates for completion (must be completed no later than the end of the semester—one semester minimum).
 - A list of library resources needed, or the equipment and facilities required.
 - Criteria for evaluation.
3. To pursue this study with a maximum of self-motivation and independence, minimum of assistance, or supervision from a faculty member.
4. To plan, schedule, and report all activities carried out in connection with the directed independent study program.

Application Part II: Project Specific Information (requires type-written description)

A type-written description of the proposal must be included with this application that addresses the questions below. Please organize the description into these four sections. *Hand-written descriptions will not be accepted.*

- a) **Reasons:** Explain the reasons for pursuing study outside of the Uni curriculum.
- b) **Goals:** What are the goals you hope to achieve? (Three to five goals)
- c) **Project Description:** Describe the project in detail. (Provide Syllabus)
 1. What specific resources will you use for this study? (Examples include readings, writings, courses, workshops, community service projects, interviews, lab experiments, observations, etc.)
 2. How will you assess the extent to which you have met your goals?
 3. What will the final product look like?
- d) **Time Commitment:** How often will you meet with your advisor and what is the rationale for that time commitment?

Period _____

Days per Week (M, Tu, W, Th, F) _____
 Room Number /Location _____

Application Part III: Project Expectations

Grading

All Independent Studies will be graded on a pass/fail basis. Grading of independent study projects completed successfully shall be "Pass." Student commits to spend time as determined below.

How much credit (1 or 1/2 unit) to be issued upon completion) **please check**

1 credit- 2-3 contacts* per week for a semester course _____

1/2 credit – 1-2 contacts* days per week for a semester course _____

*a contact is defined as a meeting for 15-45 mins

Independent Study Presentations:

No later than the end of January for fall semester projects and May for spring semester projects all independent study participants will make a final presentation or another assessment project. Times to be determined by supervising teacher and student.

Final Presentation (As determined by Teacher/Assistant Director)

The student will be making a 15–20-minute presentation to the supervising teacher and interested faculty. Exactly how this is done will vary from project to project but the student should work closely with his/her advisor to prepare to answer the following:

- a) *An introduction to the project.*
- b) *Did you achieve the goals that you set out to achieve?*
- c) *Did you learn anything above and beyond the project?*
- d) *What most surprised you in the course of doing your project?*
- e) *Did you meet with your advisor as stated in the original application?*

Please address the above questions in a concise manner. ***Presentations may not exceed 15-20 minutes.***

Application Part IV: General Information/Approvals

Procedures to follow for an Independent Study Project

- Obtain forms for the independent study project in the Student Services Office.
- Collect parent, supervising teacher, counselor, and assistant director signatures for approval of the proposed project.
- Complete application and approval by the third week of the semester in which it is taken.
- **Final approval will be determined by Assistant/Associate Director.**

Student Name: _____ Grade _____

Email Address _____ Locker _____

Course Title: (Maximum 13 characters as it will appear on transcript.)

Length of project (check one): Year-long Fall Spring

What department(s) does the project fall under (check all that apply)?

- English History Math Science Fine Arts Foreign Language PE
- Computer Science Other _____

Uni Supervising Teacher Signature*: _____ Date: _____

Application Part III: Approvals

I have read the student's Independent Study Proposal and agree to support him/her in the endeavor.

Guidance Counselor Signature: _____ Date _____

(Optional) External Contact Information*:

Name: _____

Position: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

Signature of Executive Teacher: _____ Date: _____

Parent Signature: _____ Date: _____

Assistant/Associate Director Signature _____ Date

*Cannot be a family member

The assistant director will provide a copy of the completed form to the counselor, student, supervising teacher and registrar.

FOR OFFICE USE ONLY:

Date created in PowerSchool: _____

Initials: _____