

# CAÑADA COLLEGE

## Independent Study 695

### INSTRUCTIONS FOR ANY DISCIPLINE

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Students who would benefit from learning activities/projects which enhance or augment their individual instructional programs may enroll in independent study sections. Independent study activities may relate to General Education or to the student's major field of study. The supervising instructor should have specific expertise or experience in the study area.

Before work begins, the student and the supervising instructor should develop an individualized independent study contract for no more than 3 units in a given semester. Each half unit of credit requires a minimum of 1½ lab/research hours of "work" per week. Three or four detailed performance objectives are suggested for each unit of credit.

Once the instructor and student complete and sign the learning contract, it is submitted to the Division Dean who has direct responsibility for reviewing and approving the contract for the extent and amount of "work" and units being attempted. After the Dean signs the form, a copy is retained by the supervising instructor and by the student. The student is allowed to register in the independent section only upon final approval of the learning contract. Additionally, this course must follow repeatability rules.

To summarize, steps to enroll and supervise an independent study student are as follows:

1. Instructor obtains learning contract and initial worksheet from the division office.
2. Instructor develops and discusses learning objectives with student and indicates number of units being attempted.
3. Student and instructor agree on the validity of objectives and number of units being attempted and sign contract.
4. Signed contract is submitted to the appropriate Division Dean for review and signature.
5. Instructor and student are given a copy of original signed agreement.
6. Instructor is available to student for guidance, supervision, and evaluation of project/activity on an as-needed basis.
7. Prior to the end of the semester, instructor meets with student to confirm project is complete and performance criteria are met as per agreement.
8. At the end of the semester, the instructor assigns grade based on quality of achievement, number of units, and satisfactory completion of objectives on the original copy of the contract. Consultation with Division Dean is necessary if fewer units than contracted are to be awarded.
9. Instructor records final student grade via WebSMART.

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**Independent Study 695**

*Worksheet for Learning Goals and Objectives*  
*For Instructor / Student Use Prior to Preparing Contract*

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**Note for Student:** Please review your goals and objectives with your supervising instructor, revising them if necessary.

**GOAL #1** Target Date for Completion of Goal #1: \_\_\_\_\_

What are you attempting to accomplish?

\_\_\_\_\_  
\_\_\_\_\_

How are you going to accomplish Goal #1? List objectives necessary to complete the goal, using action verbs.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What are the means by which objective results will be measured?

\_\_\_\_\_  
\_\_\_\_\_

**GOAL #2** Target Date for Completion of Goal #2: \_\_\_\_\_

What are you attempting to accomplish?

\_\_\_\_\_  
\_\_\_\_\_

How are you going to accomplish Goal #2? List objectives necessary to complete the goal, using action verbs.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What are the means by which objective results will be measured?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOAL #3**

Target Date for Completion of Goal #3: \_\_\_\_\_

What are you attempting to accomplish?

\_\_\_\_\_  
\_\_\_\_\_

How are you going to accomplish Goal #3? List objectives necessary to complete the goal, using action verbs.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What are the means by which objective results will be measured?

\_\_\_\_\_  
\_\_\_\_\_

**GOAL #4**

Target Date for Completion of Goal #4: \_\_\_\_\_

What are you attempting to accomplish?

\_\_\_\_\_  
\_\_\_\_\_

How are you going to accomplish Goal #4? List objectives necessary to complete the goal, using action verbs.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What are the means by which objective results will be measured?

\_\_\_\_\_  
\_\_\_\_\_

Preliminary approval of suggested Learning/Performance Goals:

\_\_\_\_\_  
**Supervising Instructor/Signature**

\_\_\_\_\_  
**Date**

**CAÑADA COLLEGE**  
**Independent Study 695**  
*Learning Contract*

\_\_\_\_\_  
**Name** (Last, First, Middle Initial)

\_\_\_\_\_  
**Supervising Instructor**

\_\_\_\_\_  
**I.D. Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Division**

\_\_\_\_\_  
**Discipline**

1. Each semester that a student is enrolled in an Independent Study section, it is necessary to identify new learning goals and objectives. Objectives should be specific, measurable, and within the student's ability to accomplish. Method of evaluation and standard of performance must also be clearly stated.
2. Once objectives have been formulated with the supervising instructor and student, they must be reviewed and approved by the supervising instructor and the Division Dean at the beginning of the academic term.
3. Before the end of the academic term, the supervising instructor will discuss the progress made on the goals with the student and will assign a grade (letter grade or Pass/No Pass). From this rating and other required course work, the college will determine the overall academic credit the student will receive.

**A. Student Learning Outcomes:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**B. Specific Learning Activities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Methods of Evaluation and Performance Criteria:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

**D. Instructional Materials Required:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

We agree with the validity of the learning objectives, learning activities, and evaluation criteria listed above. The supervising instructor agrees to provide the necessary supervision and advising to ensure that the student receives appropriate educational benefit under the control of the San Mateo County Community College District.

\_\_\_\_\_  
**Student's Signature                      Date**

\_\_\_\_\_  
**Instructor's Signature              Date**

\_\_\_\_\_  
**Division Dean's Signature          Date**

\_\_\_\_\_  
**Semester/Year**

\_\_\_\_\_  
**Subject/Course/Section**

\_\_\_\_\_  
**Units Being Attempted\***

\_\_\_\_\_  
**Grade                      Units Awarded\***

**Directions for Faculty:** You will need to keep a record of the meetings held with the student. A Student/Faculty Meeting Record sheet follows.

**\*See end of document for units/hours breakdown.**

## Faculty/Student Meeting Record

**First Student Meeting:**

\_\_\_\_\_ \_\_\_\_\_  
**Date** **Initials**

**Final Student Meeting:**

\_\_\_\_\_ \_\_\_\_\_  
**Date** **Initials**

**Follow-up Student Meetings:**

<u>Date</u>	<u>Initials</u>	<u>Amount of time spent with student</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Sample Units and Hours Required</b>
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UNITS ATTEMPTED	LAB HOURS
<b>0.5</b>	24 to 27
<b>1.0</b>	48 to 54
<b>1.5</b>	72 to 81
<b>2.0</b>	96 to 108
<b>2.5</b>	120 to 135
<b>3.0</b>	144 to 162