# DIRECTED & INDEPENDENT STUDY LEARNING AGREEMENT

299/499 Directed/Independent Studies allow students to pursue faculty-supervised study of topics not offered in the regular curriculum. Such experiences range from directed studies in which an instructor provides considerable supervision (e.g., small classes or research teams that meet outside regular curricular offerings) to independent studies in which students consult with faculty to develop a more autonomous project or course of study.

The learning agreement is a mutual understanding between the student and the college (the faculty supervisor). **It must be arranged before the activity commences**. This agreement acts in lieu of a syllabus for a regular course. It assists faculty and students in determining that activities are worthy of academic credit as well as encouraging students to set goals for learning. **Please complete and turn into the Registrar before the last add/drop date of the semester.**

## STUDENT INFORMATION

| | | | | |
|---|---|---|---|---|
| **Student:**<br>last, first | Declared Major/Minor:<br>**Student ID #:** | | | |
| **Current Class Level:** ◯FR ◯SO ◯JR ◯SR | Semester:<br>◯Fall ◯Spring ◯Summer | | | |
| Current Address:<br>street | Apt | City | State | Zip |
| Current Telephone: | Primary Email: | | | |
| Address while completing internship: | | | | |
| Telephone while completing internship: | | | | |

## REGISTRATION INFORMATION

| | |
|---|---|
| Faculty Sponsor: | **Department:** |
| **Course Number (299 or 499):** | **Grade Type:** ◯Credit/No Credit ◯Letter |
| **Number of Credits:** _____<br>Some departments use the following guidelines to determine credit: | These activities are usually given a letter grade. Ask your faculty sponsor about department specific expectations regarding credits and grading. |
| *1 credit = 2.5 – 3 hours/wk X 14 weeks*<br>*2 credits = 5 – 6 hours/wk X 14 weeks*<br>*3 credits = 7.5 – 9 hours/wk X 14 weeks*<br>*4 credits = 10 – 12 hours/wk X 14 weeks* | **Title of study project (for transcript):** |

## DESCRIPTION OF DIRECTED/INDEPENDENT STUDY

Work with your faculty sponsor to formulate responses to the following questions. You may type your responses below or attach a computer-generated document. Suggested length 1-2 pages.

1. List your primary learning objectives. Describe what you hope to accomplish and learn from this experience.

2. Provide a complete description outlining your specific responsibilities, projects, and/or tasks.

3. Describe the type and frequency of the feedback you will receive. When and how will your performance be evaluated?

4. How will you demonstrate to your faculty sponsor what you have learned (i.e. paper, journal, project, portfolio, etc.). **Be specific**. Also include the date when work is due. It is recommended that for a written product, the length be commensurate with the amount of credit being granted.

5. Describe your arrangements for contact with your faculty sponsor (meetings, email, phone, etc.).

**AGREEMENT**
**Please read and sign below.**

**Student:** I agree with and accept the academic and work assignments within this agreement. I understand and will adhere to the registration procedure. I will complete all assignments to the best of my ability.

**Faculty Sponsor:** I have reviewed the student's academic record and determined that the student has fulfilled the necessary prerequisites for the above stated experience. I have discussed the academic component of this experience with the student and we have agreed upon the learning objectives as indicated above. I further agree to meet regularly with the student to discuss the experience. I will evaluate the student based on the student's: performance on task, ability to reach the learning objectives, and completion of written work, or other project.

**Department Chair:** I have reviewed the student's academic plan of study and support the student in pursuing this experience.

_____
Student Signature Date

_____
Faculty Sponsor Signature Date

_____
Department Chair Signature Date