

Independent Study Guidelines

Independent studies are designed to help students explore content that their schedule and / or course offerings do not easily allow.

Students proposing an independent study course must submit a written proposal which they have developed with the help of a supervising teacher. This proposal must be typed and contain the following:

- Specific objectives to be accomplished (including the final project).
 - The method(s) by which the objectives will be accomplished.
 - The materials required to accomplish the objectives.
 - A plan for evaluating the success of the objectives.
1. Independent study courses are available to Juniors and Seniors only. A maximum number of 2 credits will be permitted per school year.
 2. Students are required to meet with the instructor for support and on-going evaluation for the duration of the independent study project. They are also to maintain a daily log and submit it to the teacher for approval. The completed log will become a part of the final project.
 3. The Independent Study teacher will review the completed project and assign a final grade for the course.
 4. A student **may not** take an independent study for a previously failed course.
 5. Students requesting Advanced Placement credit must take the AP test through the College Board for the course. Students requesting Honors credit must present the final project (5-10 minutes) to faculty prior to the end of the semester.

Union County Public Schools

Independent Study Form

This form and project proposal must be submitted for approval within 10 days from the start of a semester. Completed form and proposal must be submitted to the Guidance Counselor who will submit for district approval.

Name _____ Grade _____ ID Number _____

Course of Study Requested _____

Teacher / Advisor _____

Weight Requested (Please circle) *Advanced Placement* *Honors* *College Preparatory*

Fall Semester _____ Spring Semester _____

Date Submitted _____

Student's Signature _____

Parent's Signature _____

Teacher's Signature _____

Counselor's Signature _____

(Attach your typed proposal with this form and submit it to your counselor).

The counselor submits the proposal to the Administration. If approved, the course number is put on the student's schedule and the counselor keeps a copy of the approved proposal.

Approved _____

Not Approved _____

Reason _____

Administration Signature