

**JORDAN HIGH SCHOOL – INDEPENDENT STUDY**  
**PROGRAM APPLICATION PACKET – DIRECTED STUDY**

OVERVIEW: The “Directed Study” option provides the student with the opportunity to explore, in depth, a subject which is of particular interest to him/her in which he/she has already attained sufficient expertise to be able to direct their own work under the guidance of an experienced teacher who is knowledgeable in the field chosen by the student. The content of the course must be something that is not already being offered in the existing Course of Study.

**Registration Instructions for Interested Students**

1. **Guidelines:** Review the guidelines and pre-approval form (the form you submitted on Wednesday, February 27). You must be pre-approved by Mr. McDonald before moving forward with the additional steps. (This includes having a sponsor and topic for your independent study). If you have been pre-approved and have all the signatures necessary on that form, you be able to move forward with the additional steps.
2. **Document Review.** When you have been pre-approved, preview the registration form (it follows this page). Be prepared to make extra copies of the forms as needed. You will need these extras as you work on the writing of your proposal. If you have questions, do not hesitate to see or email Mr. McDonald at [brian.mcdonald@dpsnc.net](mailto:brian.mcdonald@dpsnc.net).
3. **Recommendations:** Get recommendation signatures from your existing teachers. No application will be approved until this form has been completed. It is expected that all of your teachers will recommend you for this opportunity
4. **Meet with Consulting Teacher:** Schedule a time to get together with your prospective teacher consultant to work on your proposal. This meeting is crucial, should happen as soon as possible, and is necessary to complete the details of your course. They should assist in the creation of the course.
5. **Complete Application:** Check to make sure that all paperwork has been completed before you submit the **3 required copies of the final application**. Copies will go to Mr. McDonald, your teacher consultant and the student. All forms must have signatures and **MUST BE TYPED** and final applications are due **Wednesday, April 3<sup>rd</sup>, 2019**.

As a result of your application, ONE the following will happen:

- Your application is approved and Student Services will be notified.
- You are asked to do more work on your proposal, and given specific suggestions about areas that need rethinking, clarification, or substantial change. Go back to your teacher consultant, make corrections, and schedule a meeting with Mr. McDonald. You will receive a deadline to correct these problems.
- Your proposal is good, but your paperwork is incomplete or sloppy. Mr. McDonald will not sign your registration form. You will receive a deadline to correct these problems.

**FINAL ENROLLMENT IS CONTIGENT UPON APPROVAL OF YOUR APPLICATION PACKET**

## Independent Study Application: Recommendation Form

**To the Student:** Fill out the form except for the column where recommendations are to be indicated. Take the form to each teacher with whom you have worked this school year. Return the completed form with your application to Mr. McDonald in Room 404.

**To the Teacher:** Please indicate whether you **R**ecommend, do **N**ot recommend, or are **U**ndecided about the advisability of an Independent Study for this student. Please initial to the right of your recommendation. If you wish to keep confidential the information you are providing, please email Mr. McDonald.

### RECOMMENDATIONS FOR AN INDEPENDENT STUDY

\_\_\_\_\_ has applied for an Independent Study for the 2018-2019 academic year in the following area:

\_\_\_\_\_ Directed Study      \_\_\_\_\_ Lab Technician      \_\_\_\_\_ Teaching Assistant

Please evaluate his/her progress in your class this year as it relates to the ability to work independently, to meet deadlines, to set and achieve both short and long-term goals, to use free time wisely and well, and to be consistent in good work and research habits.

(R=Recommend    N=Do Not Recommend    U=Undecided)

Recommendations are required of ALL teachers during the present school year:

Per	Course	Teacher	R/N	Teacher Initials
1A	_____	_____	_____	_____
1B	_____	_____	_____	_____
2A	_____	_____	_____	_____
2B	_____	_____	_____	_____
3A	_____	_____	_____	_____
3B	_____	_____	_____	_____
4A	_____	_____	_____	_____
4B	_____	_____	_____	_____

**INDEPENDENT STUDY: APPLICATION AND APPROVAL (DIRECTED STUDY)**

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

**ALL INFORMATION MUST BE TYPED**

GENERAL DESCRIPTION

*Note: Your description should include a brief summary of the course, a minimum of three objectives, and possible resources that will be used during the course.*

TENTATIVE COURSE OUTLINE

*Note: You should provide a tentative course outline for each of the four quarters.*

METHODS/STANDARDS OF EVALUATION

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APPROVED: \_\_\_\_\_ (Supervising Teacher)

APPROVED: \_\_\_\_\_ (School Counselor)

APPROVED: \_\_\_\_\_ (Parent or Guardian)

APPROVED: \_\_\_\_\_ (Director, Independent Studies)

Revised: 1/1/18