

Independent Study Overview (Jordan High School) **Guidelines & Pre-Approval**

The **Independent Study** option will offer juniors or seniors the opportunity to pursue their interests along three different paths, including Directed Study, Lab Technician, or Teaching Assistant. All three require the agreement of a faculty member, pre-approval from the director, and a submitted (and approved) application. Failure to follow instructions or meet expectations may result in the student being dropped from the desired course.

- Directed Study – This 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. The content of the course must be something that is not already being offered in the existing Course of Study.
- Lab Technician – This provides the student with the opportunity to work directly with a Science teacher in the development, organization, and follow-through with lab assignments. Students will also be responsible for inventory, one project each semester outside of lab work, and other duties as assigned.
- Teaching Assistant – This provides the student with the opportunity to work with any teacher in the building in the role of classroom support. Responsibilities will be left to the discretion of the instructor. Students that serve in this role will be required to complete a minimum of one school improvement project each semester.

The following guidelines will apply:

1. Only juniors and seniors who have not failed a course in the year they register are eligible for an Independent Study.
2. Only teachers who have been members of the Jordan faculty for at least three years may sponsor the Directed Study opportunity. Exceptions, to this policy, may be approved by the director. Any faculty member may sponsor a lab technician or teaching assistant.
3. A teacher may not sponsor more than two (2) Directed Study and one (1) Teaching Assistant or Lab Tech.
4. The teacher sponsor must sign your registration form for the independent study course.
5. An Independent Study is **automatically** cancelled if the sponsoring teacher does not return to Jordan High School. The Independent Study may not be transferred to another teacher without the approval of Director of Independent Studies and the Dean of Students.
6. Independent Study students are assigned to the classroom of the sponsoring teacher.
7. The Independent Study student will present his/her work to a panel of three teachers during the week preceding final exams. This may be a portfolio, a performance, a demonstration, or the tangible product itself. Two of the three teachers will be from the academic area in which the student worked. This will serve as the student's FINAL EXAM grade. Presentations will take place in the week prior to final exams.
8. The Independent Study option will not be used to resolve scheduling problems or preferences.
9. **This pre-approval form is due to Mr. McDonald on Wednesday, February 27, 2018**
10. Once pre-approved, students must complete the Application Packet. Applicants must complete all **application packets on Wednesday, April 3**. Late applications will not be accepted without explicit approval of Mr. McDonald. No Independent Study is official without the approval of Mr. McDonald.
11. Any exception to this policy will be approved by the Principal or her designee.

NOTE: PLEASE COMPLETE THE SECOND PAGE OF THIS FORM AND SUBMIT TO MR. McDONALD.

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I have read, understood, and agree to conform to the Independent Study Guidelines. Specifically, I understand that if I have to create the course for directed study, complete a personal statement for lab technician, and complete a personal statement and submit project proposals for teaching assistant.

Student Name (Print): _____

Grade (circle):

Student Name (Sign): _____

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Email: _____

Phone: _____

Independent Study Option (Complete **ONE** of the following)

Note: The teacher must have already committed to the course before you submit this form.

1. Directed Study

○ Teacher/Mentor: _____

○ Tentative Topic _____

2. Lab Technician

○ Teacher/Mentor: _____

○ Quarter Project: Projects have already been pre-determined by the Science Department

3. Teaching Assistant

○ Teacher/Mentor _____

○ Tentative Project(s) _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Parent/Guardian Phone: _____

Pre-approval by Mr. McDonald: _____