

Name:	Student ID#/SSN:
Address:	City:
Phone:	Email:
Semester Enrolled:	Course Number/Title:
Section #:	# of Units:
Instructor:	Final Grade:

SEE PAGE 4 FOR COMPLETE INSTRUCTIONS

<p>A. Reason for Enrolling (Goals)</p>
<p>B. Narrative Description of Work to be Accomplished (Performance Objectives)</p>
<p>C. Plan for Accomplishment of Above Objectives (Must include a minimum of 50 hours of work for each unit, including student-teacher conference)</p>
<p>Total Hours _____</p>

D. Critical Thinking

Application

Analysis

Synthesis

Evaluation

Other

Describe:

E. Describe How this Independent Study Meets NVC Requirements for College Level Materials and Subject Matter:

F. Method of Evaluation:

G. Reading and Writing Expected or Required:

List below all dates for time spent on campus and dates for student-teacher conferences. Average 20 minutes per week.

Weeks	Dates/Hours on Campus	Conference Dates	Instructor Signature	Weeks	Dates/Hours on Campus	Conference Dates	Instructor Signature
1				10			
2				11			
3				12			
4				13			
5				14			
6				15			
7				16			
8				17			
9				18			

Approvals:

Signature

Date

Student:

Instructor:

Division Dean:

Vice President, Academic Affairs:

NOTE: This application, even if approved above, is not valid until the student enrolls in the appropriate Independent Study Section.

Please read page 4 for instructions on completing the Independent Study Application. Incomplete applications or applications completed improperly will be returned.

INSTRUCTIONS

The student and instructor should consult before completing the application form together. The information at the top of page I must all be completed except for the line marked "FINAL GRADE."

- A. **REASON FOR ENROLLING (GOALS):** Include the goals of the independent study. These goals will usually be phrased "To learn ... ", "To understand ... ", "To synthesize ... ", "To develop skills in ... " etc.
- B. **NARRATIVE DESCRIPTION OF WORK TO BE ACCOMPLISHED** should include the performance objectives. These will describe what the student will be able to do in order to demonstrate that the appropriate learning has taken place. These objectives will usually be phrased: "The student will be able to ... ". There will usually be several objectives.
- C. **PLAN FOR ACCOMPLISHMENT** will include the number and type of student-teacher conferences, as well as items such as library research, paper writing, performances or demonstrations required, and final products. A minimum of 50 hours of work is required for each unit attempted.
- D. **CRITICAL THINKING** is required in every credit/degree course. Check one or more thinking levels and give some specific examples of how the marked level(s) will be a part of the course.
- E. NVC requires that all credit/degree courses function at the college level. Describe how the proposed independent study will be at college level. See NYC policy for college level.
- F. **METHOD OF EVALUATION:** What examinations, projects, or performances will be used to evaluate the independent study? What criteria is to be used to designate credit or no-credit, or a letter grade where appropriate?
- G. Except in certain subject areas, essay is required as a part of the evaluation process. Describe the writing and reading required of this independent study.
- H. The grid is used to record on-campus times and student-teacher conferences. This must be completed and submitted at the end of the semester.
- I. The student and instructor must sign the application and forward it to the Division Dean for signature. The application is not valid until the Division Dean and the Vice President, Academic Affairs have signed the form AND the student has enrolled in the appropriate course section.

In addition, please note the following:

- 1. Student should spend at least one hour per week on campus for each unit.
- 2. Student-teacher meetings should average 20 minutes per week.
- 3. Normally, CR/NC grade will be awarded.
- 4. A maximum of 12 semester units may be earned in independent study.
- 5. Instructors will ordinarily be limited to 30 units of independent study each semester.
- 6. All materials accomplished during the independent study period must be filed for one year in the office of the instructor.

NOTE: Ordinarily only full-time instructors can teach independent study classes. See Division Dean if instructor is a part-time instructor.

PROCEDURES TO ENROLL FOR INDEPENDENT STUDY

1. Consult with the instructor to complete the application for Independent Study (see instructions below).
2. Obtain the signature of the instructor monitoring the Independent Study course.
3. Obtain the signature of the division dean. (Check with the Admissions and Records Office, Office of Academic Affairs or the instructor if you do not know who the appropriate division dean is.)
4. Register for the course in the Admissions and Records Office.
5. Return the Independent Study form to the Office of Instruction for the Vice President, Academic Affairs to sign. (The Office of Academic Affairs will forward the form back to the instructor.)