

SESSION 5

INDEPENDENT STUDY PLANNER

STEP 5

CONTRACT

TIME 30 – 60 minutes

NOTE: Leader and/or staff should plan time here to review Contracts with students. Depending on the number of students involved, you may need to schedule additional time to finalize and sign Contracts.

OBJECTIVES

- Students commit to implementation plan
- Students develop a sense of responsibility and accountability by formalizing their plan and agreements through a contract
- Students practice communication, explanations, reasoning, and critical thinking by reviewing the Contract with the Independent Study Coach

PLANNER/HANDOUTS

- Independent Study Contract

STEP BY STEP

1. OPENER

Explain: The Planner and the notes you've been working on were steps in thinking through an Independent Study project, what you'll do, and what you need to complete to make it a project and a job well done. The final step is to put it together in a contract or agreement showing what you'll do, and what the program staff, teachers, or others will do to support you.

Ask if people have questions, and if they feel ready to fill in the Contract.

Explain that they'll fill it in, then discuss it with the Independent Study Coach to finalize it.



2. COMPLETING THE CONTRACT

Distribute the Independent Study Contract.

Explain that the Contract sets out the terms of the project, and becomes a core piece of the Portfolio of Work. At review times, students and staff will be looking back at the Contract to see whether it is being fulfilled, and how well.

Allow students 15 to 20 minutes to complete the Contract.

3. REVIEW WITH INDEPENDENT STUDY COACH

Students may review their contracts with each other as the IS Coach circulates and meets with students individually. The IS Coach should set up additional meeting time with students as needed. Be clear about who should sign the Contract, and when.

4. CLOSING AND NEXT STEPS

Ask if students are clear about the next steps and their timelines.

Discuss and answer any questions.



INDEPENDENT STUDY CONTRACT

Name: _____

Date: _____

Homeroom (class designation or ID #): _____

1. INDEPENDENT STUDY WORK, ACTIVITY, OR PROJECT

Description _____

2. AMOUNT OF TIME

Total hours and schedule _____

3. LEARNING AGENDA

Objectives (knowledge, skills to gain) _____

Research question(s) _____

4. DEMONSTRATION OF LEARNING

INITIAL IDEAS FOR DEMONSTRATIONS AND PRESENTATIONS

This should be revisited and can be changed at the mid-point assessment.



AGREEMENT

LEARNER

I agree to complete the above outlined work to the best of my ability.

I understand that to qualify for credit, the Portfolio of Work must contain (complete where applicable):

ITEM	TARGET DATE	COMPLETED
1. Planner (Handouts Step—)		
2. Time Log (specify frequency)		
3. Record of check-ins with dates and notes		
4. Mid-point Assessment plus reflection		
5. Reflections (specify number of frequency)		
6. Notes from study group		
7. Assessment		
8. Other Items		

INDEPENDENT STUDY COACH AGREES TO:

- ☐ Be available to discuss work/project/portfolio conditions, progress and problems
- ☐ Provide guidance for Portfolio pieces or other records
- ☐ Review experience and learning with learner on agreed schedule and as needed
- ☐ Attend the presentation
- ☐ Assess the quality of the work with the student
- ☐ Communicate with classroom teachers as needed
- ☐ Provide classroom teacher with recommendations for the award of credit

TEACHER AGREES TO:

- ☐ Establish clear requirements and standards for the award of credit
- ☐ Establish the amount of credit
- ☐ Provide supporting materials needed to complete requirements (e.g. texts, readings, computer access)
- ☐ Provide, as possible, feedback and support for student learning
- ☐ Maintain communication with Independent Study Coach

AGREED BY:

_____	_____	_____	_____
Learner	Date	Independent Study Coach	Date
_____	_____	_____	_____
Teacher		Principal	