



## TO BE WRITTEN AND SUBMITTED BY STUDENT

Please respond to the items below in careful detail on separate sheets: attach and return with this form. Contracts should be thoroughly and neatly prepared (typed on standard size bond paper). Incomplete or poorly prepared contract will be returned for revision.

1. State your objectives in undertaking this study, and the relation of this project to your academic program.
2. What is your background in this area? Describe your experience, knowledge, previous courses and professors.
3. Outline your proposed study, using the following categories where appropriate:
  - A. General Approach and Procedures
  - B. Dates for completion of portions
  - C. Readings (Bibliography)
  - D. Written Work
  - E. Interviews and Consultations
  - F. Studio work, rehearsal schedule, writing routine, practice time, lab hours, other learning activities.
4. Describe the product of your work that will be evaluated, e.g., oral or written examinations, research papers, journals, works of art, performances, reports.
5. For off-campus projects only: Explain why this location is necessary for your project. (This refers to academic purposes.)
6. Sign the contract. You are also responsible for obtaining signatures of the sponsoring professor and your mentor. Submit the completed contract to the appropriate independent study director.

## POLICIES GOVERNING INDEPENDENT STUDY

Designing a course to be undertaken independently requires much of the same effort needed to design an ordinary course. Study some course description, particularly those of the professor you wish to work with, noticing the type of materials, both primary and secondary, techniques used, methodology, amount of reading, writing or other performance, the sequential nature of the program, and the aims. Talk to some professors and students about your ideas; people familiar with your area can give responses based on experience, but others can give the valuable perspective of common sense.

After you have developed a tentative description, or a range of possibilities (preferably on a sheet of paper), talk to the professor you would like as a sponsor. If he/she consents to work with you, you will, together, work out the details of your project. Professors can take no more than ten independent studies or directed studies during a semester or winter term, so keep in mind the need to begin planning your independent study early.

If you are planning an independent study off-campus consider these three important points:

1. A good background and familiarity with the subject matter is vital to the development of a viable independent study in an off-campus situation.
2. Extensive time should be devoted to the development of the project before its presentation for consideration.
3. The project subject matter should make necessary the particular off-campus location chosen.

### YOU MAY NOT WITHDRAW FROM AN OFF-CAMPUS PROJECT CONTRACT

Contracts should be completed in detail, including 1) the objectives of the study; 2) your background for the study; 3) the outline of the study; and 4) the specific work to be evaluated. If you intend to submit a journal as part of the work to be evaluated, be sure to follow the "Guideline for Journals" which is printed below. The study should culminate in a final paper, project, presentation, or exam which will allow careful synthesis of work completed and proper evaluation by the faculty. Completion dated should be specific, for example, "December 20," and adhered to! You should submit your work by that date so that your sponsor can begin grading it. An incomplete may be granted only under emergency circumstances, such as illness. A professor granting an incomplete must designate a new completion date. The evaluating professor must belong to the Eckerd faculty or have an adjunct faculty appointment. Students occasionally work with another person, for example, an off-campus expert in a given field. The college faculty member reviews the student's work and the off-campus evaluations, and awards the final grade.

Plan your independent studies in advance of the term in which you intend to do them. Faculty members and the Director(s) of Independent Study must have ample time to read your contracts carefully. If revisions are necessary, you will need time to make them. Contracts must be submitted by the deadline published by the Registrar's Office, and will not be accepted thereafter.

## GUIDELINES FOR JOURNALS

(College policy set by Educational Policy and Program Committee on May 15, 1974.)

Properly conceived, a journal is a most useful and desirable learning device from both learner and teacher standpoints. Journals constitute a particularly good assignment for international and off-campus programs because they are cumulative in nature, and require continuing work and reflection. The chronological structure and the informal approach allow for desirable interaction between academic work and the geographical and cultural setting in which it is conducted.

Evaluation of a successful journal project will be based upon the following considerations:

1. Evidence of successful completion of a reading list (course bibliography);
2. Incorporation of materials from the reading list into the journal entries, that is, ideas, anecdotes, history, descriptions, etc., as they bear upon the student's experiences and thoughts as recounted in the journal;
3. Intensity of involvement with material being read and the place in which it is being read;
4. Evidence of thoughtful reflection upon reading and experiences;
5. Writing style-command of vocabulary sentence structure and more sophisticated techniques;
6. Evidence of intellectual and emotional growth.