

## Directed Independent Study

All directed independent study course enrollees, following a personal conference with the instructor, must have on file, in the Dean of Learning and Instruction Office, a directed independent study contract which clearly specifies, (1) the content and objectives of the course, (2) applicable competencies, (3) procedures for completing the course, (4) the amount of time necessary to complete the course, (5) the course text and any reference and supplemental materials associated with the course, and (6) the method of student evaluation to be used.

The contract must indicate the exact beginning and ending dates of the course and must be signed by the student, instructor, and the instructor's immediate supervisor **prior** to the beginning of the course.

All directed independent study course enrollees must have contact with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent. This contact must be either face-to-face, in person or using ITV, or via phone or email. Where possible face-to-face contact must be made.

All directed independent study course enrollees must take the final examination, if applicable, in the presence of a proctor, who has been approved by the college.

Instructors of directed independent study courses must verify the student's log documenting the amount of time the student spends on each portion of the course; the amount of time actually spent in consultation with the student, including the date, time and place, of such consultation; and the grade, date, time and place of all examinations or their equivalent.

Approved by President on 10/29/04