

# **Criteria for Vocational Directed Independent Study 1-3 Credit Hours**

## **Purpose**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with, selected vocational programs. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. The instruction associated with directed independent study will be college level instruction, and will involve college level comprehension and college level competencies. Directed independent study may stem from any vocational or occupational cluster, subject to the following criteria.

## **Instructional Criteria**

- Directed independent study course content and objectives must be of substantially the same level and degree of rigor and complexity as those for existing vocational courses.
- Directed independent study course texts, reference materials, and supplemental materials must be equivalent to those used in existing vocational courses.
- Directed independent study courses must be taught by regular faculty teaching in a recognized vocational program, or by those whose credentials and qualifications are equivalent or superior to those of regular faculty teaching in recognized vocational programs.
- All records pertaining to directed independent study courses must be maintained in the same manner as those for existing vocational courses.
- The provisions and criteria for evaluation of directed independent study instructors and directed independent study courses must be substantially the same as those for existing vocational courses.
- All directed independent study course enrollees, following a personal conference with the instructor, must have on file in the office of admissions a bona fide directed independent study contract which clearly specifies the content and objectives of the course, applicable vocational competencies, procedures for completing the course, the amount of time necessary to complete the course, the course text and any reference and supplemental materials associated with the course, and the method of student evaluation to be used. Such 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.
- Directed independent study courses will be subject to the same rules governing timeframes and deadlines as other vocational courses.
- All directed independent study course enrollees must meet on campus with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent.
- All directed independent study course enrollees must meet on campus with the instructor to take a final examination for the course, or its equivalent.
- All directed independent study course enrollees must be in good standing and must have at least a 2.0 grade point average.
- A student may apply no more than six credit hours of directed independent study toward graduation or the completion of a degree or certificate.

## **Staff Criteria**

- The instructors of directed independent study courses must maintain a log documenting the amount of time the student must spend 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. Any final products of such courses such as papers, projects, and reports will be maintained with the directed independent study contract and the instructor's log as the permanent file for the course.

# **Criteria for Nonvocational Directed Independent Study 1-3 Credit Hours**

## **Purpose**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. The instruction associated with directed independent study will be college level instruction, and will involve college level comprehension and college level competencies. Directed independent study may stem from any academic, nonvocational discipline, subject to the following criteria.

## **Instructional Criteria**

- Directed independent study course content and objectives must be of substantially the same level and degree of rigor and complexity as those for traditional academic courses.
- Directed independent study course texts, reference materials, and supplemental materials must be equivalent to those used in traditional academic courses.
- Directed independent study courses must be taught by regular faculty teaching in established academic disciplines, or by those whose credentials and qualifications are equivalent or superior to those of regular faculty teaching in established academic courses.
- All records pertaining to directed independent study courses must be maintained in the same manner as those for traditional academic courses.
- The provisions and criteria for evaluation of directed independent study instructors and directed independent study courses must be substantially the same as those for traditional academic courses.
- All directed independent study course enrollees, following a personal conference with the instructor, must have on file in the office of admissions a bona fide directed independent study contract which clearly specifies the content and objectives of the course, applicable vocational competencies, procedures for completing the course, the amount of time necessary to complete the course, the course text and any reference and supplemental materials associated with the course, and the method of student evaluation to be used. Such 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.
- Directed independent study courses will be subject to the same rules governing timeframes and deadlines as other vocational course.
- All directed independent study course enrollees must meet on campus with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent.
- All directed independent study course enrollees must meet on campus with the instructor to take a final examination for the course, or its equivalent.
- All directed independent study course enrollees must be in good standing and must have at least a 2.0 grade point average.
- A student may apply no more than six credit hours of directed independent study toward graduation or the completion of a degree or certificate.

## **Staff Criteria**

- The instructors of directed independent study courses must maintain a log documenting the amount of time the student must spend 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. Any final products of such courses such as papers, projects, and reports will be maintained with the directed independent study contract and the instructor's log as the permanent file for the course.