

PROPOSAL FOR INDEPENDENT STUDY

Independent Study Guidelines at Tandem Friends School

1. All independent study proposals must be submitted to the Academic Committee via the Upper School Director by September 15th (for first semester course proposals) or December 12th (for second semester course proposals).
2. Proposal forms must be thoroughly completed.
3. The Academic Committee will not honor proposals for independent study courses if the same course is already offered within our curriculum (unless scheduling prevents students from taking the course at TFS).
4. No independent AP courses will be accepted.
4. All approved independents will be graded Satisfactory/Unsatisfactory.
5. Tandem Friends awards ½ credit for full time (250-260 minutes per week) semester-long courses. If a student wishes to earn equivalent credit for an independent study course, he or she must devote the equivalent time (at 50 minutes per day) to independent work.
6. The Faculty Sponsor must be a Tandem Friends faculty member, who will meet with the student on a regular basis (as determined by sponsor and student in tandem) to evaluate progress and assess performance.
7. If approved by the Academic Committee, copies of the complete proposal will be made and returned to both the student and faculty sponsor (who should keep track of their copies).
8. **At midterm and end of semester, the student must write a detailed self-evaluation which addresses the goals, timeline, and assessments as stated in the proposal. This self-evaluation should be submitted to the sponsor, whose task is to review and finally approve the self-evaluation before passing it on to the Academic Committee Chair. In addition, the sponsor must write his/her own evaluations of the student's progress at midterm and end of semester.**

* Any exceptions to the above guidelines must be approved, on a case by case basis, by the Academic Committee.

Student and Faculty Sponsor should complete the remainder of this form together.

Student: _____ Parent Signature: _____

Faculty Sponsor: _____

Title of proposed independent study: _____

Semesters in which work will be done: _____

Is this independent study to be taken for credit? _____

Which period or periods of the day will be used for independent work? _____

What period, and how often, will student and sponsor meet to discuss progress?

Signature of Student: _____ Date: _____

Signature of Sponsor: _____ Date: _____

Respond to the following questions on a separate sheet of paper, and attach it to this form when submitting to the Academic Committee.

Course Title: _____ Grade Level: _____ Teacher/Sponsor: _____

1. Why are you seeking this course of study? What are your goals? (Be specific.)
2. Describe the course and its underlying philosophy?
3. What are your objectives in terms of **skills**?
4. What are your objectives in terms of **concepts**?
5. Include a timeline for completion of projects, papers, readings, etc.
6. Describe the specific means of evaluation you will use: papers, tests, completed tasks, etc.
7. What texts, materials, methods of learning will be used (books, films, interviews, hands-on work, etc.)?

APPROVED BY ACADEMIC COMMITTEE _____

Signature of Academic Committee Chair: _____ Date: _____
