

Williamston High School  
Independent Study Application  
For Unique Courses of Study Designed by Students with Direct  
Teacher Mentoring and Sponsorship

School Year: \_\_\_\_\_ Semester (circle): 1 2      Period (circle): 1 2 3 4 5 6

Student Name (please print): \_\_\_\_\_

Name of Sponsoring Teacher: \_\_\_\_\_

Name of Independent Study – Select a name for your independent study course.

\_\_\_\_\_

**Step One: Read and Understand the Independent Study Polices**

Description: Independent Study is a self-initiated school-based program. The primary purpose of Independent Study is for students to experience personal growth and enrichment in a given area of academic interest not available in the present curriculum. An Independent Study may replace a class but must be taken as a part of a regular course schedule. It is NOT intended for and MAY NOT be used as a solution to a scheduling conflict.

Independent Study credit for unique courses of study designed by students will be achieved through a curriculum jointly planned by the student and supervising teacher to include a final project, performance, or report. This study must be contracted between a student advanced in a given area and the supervising teacher and then approved by the principal.

Independent Study Guidelines:

1. A student must make written application for unique courses of Independent Study prior to the end of the preceding term in which the independent study course will be taken. Specifically, for courses beginning in August, the last day of school in June is the deadline. For courses beginning in January, the last day before Winter Break is the deadline. Independent Study is NOT intended to rectify scheduling conflicts or issues just before school starts and instead are required to be preplanned, researched, and well designed courses of study. **Late applications will not be accepted – no exceptions.**
2. It is the responsibility of the student to find the certified faculty member willing to be the supervisor for the Independent Study.
3. The principal will receive applications for Independent Study and will approve or disapprove each one on the basis of established criteria and guidelines including a recommendation from departments directly related to the proposal.
4. Once the application is approved the student is NOT eligible to drop Independent Study at any time.
5. Daily attendance to class with the supervising teacher is required. Independent Study is a regular part of the student's school day.
6. Independent Study is a graded course and the grade will be included as a part of the cumulative GPA. Independent Study cannot be taken Credit/No Credit.
7. A student may earn a maximum of one-half credit per term and one credit total (per year) through Independent Study – No Exceptions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Two: Attest to your personal qualities** – By signing below, I attest that I qualify for Independent Study, have these requisite qualities, and am willing and able to perform the work associated with an Independent Study. I am:

1. A junior or senior (I.S. is only for 11<sup>th</sup> and 12<sup>th</sup> graders),
2. A good student with a GPA of 3.0 or higher in the area of study,
3. Actively engaged in and willing to take responsibility for my own learning,
4. Organized and prepared,
5. Willing to ask questions to acquire understanding,
6. Willing to seek assistance when necessary to clarify understanding,
7. Consistent and thorough with regard to completing assignments on time,
8. Able to work independently and enthusiastically on individual projects, and
9. Willing to participate in evaluative and analytical discussions with my supervising teacher and/or topic area experts.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Three: Find a teacher willing to supervise your Independent Study** – Ask a teacher if he or she is willing to guide you through your program.

**Step Four: Sponsoring Teacher attests to his/her role and responsibilities** – By signing below, I attest that I understand the professional responsibilities associated with an Independent Study.

1. I am willing to assume responsibility for a student taking Independent Study and understand that my participation as a supervisor is completely voluntary.
2. I acknowledge that I am limited to one or two students per academic term on Independent Study and that only an administrator may grant an exception.
3. I will work with the student to create an acceptable proposal which includes a statement of specific objectives, methods for obtaining the objectives, resources to be used, time lines to be followed, and assessments including a final evaluation. However, I understand that the student is responsible for writing and submitting the proposal to the principal.
4. I understand that I must meet with the student daily as a part of a regularly scheduled class period and to take attendance. It is my responsibility to ensure satisfactory student progress and to lend direction and support as well as to evaluate, grade, and account for the Independent Study student as would be done in any other course. This means that I must regularly assess student progress relative to the learning goals established in the Independent Study.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Five: Get approval from your parent(s) or guardian(s)** – Share your proposal with your parents or guardians. A signature below means your parent or legal guardian is aware that you intend to pursue an Independent Study and supports your proposal.

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Independent Study Proposals must be typewritten, well organized, and display an essential knowledge of the scope and sequence as well as the content and background of the topic to be studied. After several drafts and revisions supervised by the sponsoring teacher, attach the final draft to this application.**

**Step Six: Write a description of your proposed Independent Study** – an effective Independent Study provides you with an opportunity to perform work that is both unique and important. Write a description that explains the primary focus of your Independent Study, how the Independent Study will extend learning beyond what is available in the Curriculum Guide, and provides insight into why you are passionate about the proposed topic. This description must be 1-2 pages typewritten.

**Step Seven: Define the learning goals** – working with your supervising teacher, define a specific and detailed number of learning goals (five or more) that will be the focus of your Independent Study. These goals must be typewritten.

**Step Eight: Submit a time line or schedule for completion of the project** – working with your supervising teacher, submit a time line you will follow to complete your project during this term. The timeline must specify each week’s learning goals, objectives, and learning targets linked to clear activities, projects, readings, or other forms of learning including assessments. Semester proposals must specify 18 weeks and year-long courses 36 weeks.

**Step Nine: State how you will be assessed** – working with your supervising teacher, describe the papers, projects, reviews, tests, exams and/or performances you will experience that will provide you and your instructor with insight into your progress toward your learning goals. There must be a weekly assessment of some sort to measure learning and achievement and one of these assessments MUST be a capstone final project that you will submit to demonstrate attainment of your learning goals.

**Step Ten: Submit your proposal to the principal** – Give your completed proposal to your principal for final review.

As principal, I have reviewed this Independent Study proposal, and my decision is the following:

Approved

Not Approved. If not approved, I have identified the following concerns or deficiencies:

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 8/27/17

**Williamston High School**  
 Course Syllabus – Leadership Refinement, Independent Study

Course Information	Teacher Information
Credit Hour: Social Studies	Name: Ms. Richards
Marking Period: Second Semester	5th hour
Class Location: Room B5	
E-Mail: richare@gowcs.net	

**Course Description:**

This course is designed to prepare students for time management and leadership responsibilities in the future. This involves writing reports, writing, and evaluating diligence and consistent progress.

**Course Book:**

*The Four Mindsets: How to Influence, Motivate and Lead High Performance Teams.* **By:** Anna-Lucia Mackay  
*Managing Up: How to Forge an Effective Relationship With Those Above You* **By:** Rossane Badowski

**Social Studies Standards**

- Uses knowledge of the past to construct meaningful understanding of our diverse cultural heritage and inform his/her civic judgments (Historical Perspective)
- Uses knowledge of spatial patterns on earth to understand processes that shape both the natural environments and the diverse societies that inhabit them (Geographic Perspective)
- Uses knowledge of American government and politics to make decisions about governing his/her community (Civic Perspective)
- Uses knowledge of the production, distribution and consumption of goods and services to make personal, career and societal decisions about the use of scarce resources (Economic Perspective)
- Uses methods of social science investigation to answer questions about society (Inquiry)
- Knows how, when, and where to construct and express reasoned positions on public issues (Public Discourse and Decision Making)
- Acts constructively to further the public good (Citizen Involvement)

**Course Competencies/ Learning Objectives**

Students who successfully complete Leadership Refinement will be competent in the following areas:

- *Writing clear and understandable papers to recruit volunteers for the community.*
- ~~*Working with the Red Cross to plan a blood drive.*~~
- *Writing a Memo.*
- *Planning large school wide projects.*
- *Coordinate School wide activities for PALS, National Honor Society, Student Government, etc.*

**Student Evaluation**

Projects	30%
Participation	10%
Journal Assignments	40%
Final Exam	20%

### Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. Williamston High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies.

### Classroom Expectations

1. Arrive to class on time
2. Be prepared
3. Respect your classmates and teacher
4. Spend independent study time wisely.
5. Be responsible for your actions.
6. Check in Ms. Richards room for attendance each day

### Class Requirements

Throughout this course you will read *The Four Mindsets: How to Influence, Motivate and Lead High Performance Teams*. Each week you will have to have a certain amount read and then summarize what you have read in weekly journals and apply this to you as a leader.

Along with the course readings and journals you will use your time to complete assigned projects and papers for National Honor Society, Student Government, ect.

If you are absent, it is YOUR responsibility to make up the assignments when you return. Every week the student will report in a journal the progress of projects and the status of completed tasks. If you do not make up your assignments within one week, they will turn into zeros.

### Final Exam

For your final exam you will write a paper on your class reading answering the following prompt: Throughout the book it discusses several qualities/mindset one must have to become a great leader. Which of these qualities/mindsets do you think is the most important one for a leader? Write an essay explaining why you chose that one quality.

### Methodology

During this course I will plan, coordinate, and journal about school wide activities. I will create plans that will be graded. Grades will be determined by the satisfactory and timely completion of assignments. The grade of each assignment is based on the prerequisite given for each assignment. I will also write two other one to two page essays throughout the semester which will connect previous projects to the tips and teachings of the book that has just been completed. Below is an overview of topic/ units and major assessments/assignments for this course. Please note dates/timeframes are subject to change and are an estimate.

Unit/ Topic	Course Activities	Assessment	Month/ Timeframe
Weekly Journals	<i>NHS, PALS, Student Government</i>	<i>Journals</i>	<i>Throughout the Semester</i>
PALS Valentines Day Carnations	<i>PALS</i>	<i>Project</i>	<i>February 14th</i>
Feb Follies (Assembly)	<i>Student Government</i>	<i>Project</i>	<i>February 22nd</i>
Feb Follies (Dodgeball Tournament)	<i>Student Government</i>	<i>Project</i>	<i>February 22nd</i>
Blood Drive (Plan, and management)	<i>Student Government</i>	<i>Project</i>	<i>February 26th</i>
Memo Writing Assignment	<i>Practice</i>	<i>Writing</i>	<i>March 11th</i>

Plan Spring Assembly for Spring Sports	<i>Student Government</i>	<i>Project</i>	<i>April 2019</i>
Prom (help juniors with any last minute planning)	<i>Student Government</i>	<i>Project</i>	<i>May 4th</i>
Student Government Elections (Help set up and plan elections for the next schools year)	<i>Student Government</i>	<i>Project</i>	<i>May 6th</i>
Senior/Junior Day of Service	<i>Student Government</i>	<i>Project</i>	<i>May 20th, 21st, &amp; 22nd</i>
PALS Exchange	<i>PALS</i>	<i>Project</i>	<i>TBD</i>
NHS New Member Induction	<i>NHS</i>	<i>Project</i>	<i>TBD</i>
NHS Sign up Sheets	<i>NHS</i>	<i>Project</i>	<i>Throughout the Semester</i>
Connecting Projects to Reading	<i>Reading, Pals, NHS, Student Government</i>	<i>Writing</i>	<i>Throughout the Semester</i>

**Please check and sign below**

\_\_\_\_\_ I have read the information and I fully understand what I'm expected to do in class.

Student Signature: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

*Student Signature* \_\_\_\_\_ *1/18/19*