



Detach this page before submitting to Registrar & save reflection paper questions for the end of the study.

The purpose of an Independent Study Course is to provide students with the opportunity to pursue, for academic credit, a particular area of special interest beyond the scope of current course offerings. Up to 9 Independent Study credits may be granted towards graduation requirements.

DEADLINE: This packet must be submitted to the Registrar's Office by the last day of finals week prior to the quarter this study is to be completed; i.e. to do an independent study next quarter, this packet must be turned in by the last day of the current quarter. Packets missing information or signatures will not be processed.

Steps to Register for an Independent Study

1. Verify your eligibility:
 - Be a junior (90 units) or higher
 - Have a 3.5 cumulative GPA or higher
 - Have space in your degree plan for an independent study (elective space)
 - Available space in your class schedule for the upcoming quarter
 - An independent study may be taken for credit up to 3 times
 - The work to be completed will provide 90+ hours of work within a quarter
 - Must meet one of the following three criteria:
 - Supplements existing courses in the curriculum with deeper study in a subject area
 - Delves into topics of special interest not currently covered by a regular course in the JPCatholic curriculum
 - Work on specific projects that are designed to extend the student's knowledge in a particular subject area
2. Identify and invite a full-time faculty member to oversee your study
3. Meet with instructor to discuss:
 - Outcomes
 - Assignments
 - Weekly meetings
 - Final reflection paper
 - Obtain approval with signature
4. Schedule meeting with the Registrar by deadline to finalize the approval process:
 - Review **100% completed** application and certify all necessary signatures

INDEPENDENT STUDY APPLICATION REFLECTION PAPER

Detach this page before submitting to Registrar.

Reflection Paper Prompts & Instructions

Save these questions to refer to later when writing your reflection paper:

Short Answer

Independent Study Overview

- ▶ What was the purpose of the study?
- ▶ How did you design the study?

Learning Outcomes

- ▶ What were your learning outcomes?
- ▶ Why did you choose these learning outcomes?
- ▶ How did you report progress towards achieving your learning outcomes each week / over time?
- ▶ How did you measure progress towards achieving your learning outcomes each week / over time (Example log with details, artifacts etc.)?

Long Answer

- ▶ What deliverables did you produce?
- ▶ How did the deliverables demonstrate you achieved your learning outcomes?
- ▶ Please include a few examples of your work (remove identifiable components as necessary)
- ▶ Describe challenges you faced and how you overcame them.
- ▶ What advice do you have for future students?
- ▶ How have the experiences and skills you've gained fit with and/or shaped future goals?
- ▶ How did this experience connect to your program and overall learning experience at JPCatholic?

The reflection paper has no length requirement, provided each question is answered to the fullest. The reflection paper is distinct from any essays or term papers. Such papers should be listed as a separate assignment.

Questions to Develop Learning Outcomes

These prompts may be helpful in ideating items for the "Learning Outcomes & Grading" section (in the Learning Contract).

- ▶ How will you make connections between your classroom learning and outside experience?
- ▶ What new topics or subjects do you expect to learn about?
- ▶ What new skills do you hope to gain? What skills do you hope to improve?
- ▶ How do you plan to apply what you will learn?
- ▶ What do you think will be a challenge for you? What will be an area of strength for you?
- ▶ How will you develop your critical thinking and problem solving ability?



INDEPENDENT STUDY OVERVIEW

Student Details

Student's Full Name _____ STU _____ Student ID _____

Year & Quarter: 20_____ Fall Winter Spring Summer

Student's Major: Business Communications Media Humanities

This is my: 1st 2nd 3rd independent study

Curricular Details

Basic Details

List your instructor & independent study title:

Independent Study Title _____



The title should be brief, yet descriptive and reflect a professional/academic tone.

Instructor Full Name _____

Criteria for Independent Study

Indicate What Criteria for Independent Study Courses will be fulfilled:

- Supplements existing courses in the curriculum with deeper study in a subject area
- Delves into topics of special interest not currently covered by a regular course in the JP Catholic curriculum
- Work on specific projects that are designed to extend the student's knowledge in a particular subject area

Textbooks & Resources

List textbooks or other materials necessary for completion of your independent study:

Optional Notes

List any other information relevant to the independent study:



Course Description

Using at least 2 sentences, provide a course overview by describing your independent study:

Learning Outcomes & Grading

Outline your learning objectives, assignments, and grading schematic:

- Learning Outcomes:**
- ▶ Detailed phrase stating the specific learning objective
 - ▶ Distinct from work performed
 - ▶ More than a couple words. For example list, "Learn how to reach your target audience" instead of "Social Media Marketing." Each box is tall enough to accommodate multiple lines of text.
- Assignments:**
- ▶ A deliverable that measures completion of learning outcomes
 - ▶ Is submitted to your professor and distinct from work performed for the company
- Value:**
- ▶ The percentage each assignment is of your overall grade.
 - ▶ Final Reflection Paper must be factored in.

Learning Outcomes	Assignments	Value
	Final Reflection Paper <i>See "Reflection Paper" page for prompts.</i>	

Late Penalty

_____ % will be deducted for each week an assignment is late.
If no percentage is listed, late assignments will default to 100% loss of value.

LEARNING CONTRACT

Time Commitment & Weekly Outline

Provide a weekly outline of 1) topics, 2) time, and 2) work to be completed.

example: understand marketing plans: watch online tutorials (2 hrs) / Read textbook (3 hrs) / complete assignments (4 hrs)

Week	Time Commitment & Weekly Outline	Meeting Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Both columns must be filled in before continuing.

Late Consequences

Carefully review and initial each item:

_____ I understand that each assignment's value will be lowered for each week the assignment is late.

_____ I understand that all work, including the reflection paper and any final projects, must be submitted by the last day of the quarter to receive credit.

_____ I understand that failure to meet with my instructor on a regular basis may impact my grade up to and including failing the class.

Approval

① Student: _____ date ____ / ____ / ____

② Instructor: _____ date ____ / ____ / ____

③ Registrar: _____ date ____ / ____ / ____