

PROGRAM INFORMATION

What is an Independent Study and who is eligible to participate in this program?

Independent studies are available to students in grades eleven (11) or twelve (12) who have exhausted our curriculum in a particular area and desire to continue that area of study or to students who desire to study an area of interest that is not offered within the curriculum at Metuchen High School. The range of topics is unlimited and any student, regardless of academic ability, may apply.

The program offers students an opportunity to select a project of choice and utilize resources in and out of school for completion of the project. **Students work independently to complete the project.** Decisions concerning suitability of a proposed project will be related to a student's interests, abilities, educational goal and objectives.

How does an Independent Study Contract get approved?

Students are required to complete the application and attach a project proposal (see details on page one for what must be included in the proposal). The contract must be agreed upon by the student and the faculty advisor. There are numerous approvals, with required signatures, in this process.

Steps the student must follow:

1. Obtain the Independent Study Application/Contract from the school counselor.
2. Choose a faculty advisor, a member of the Metuchen High professional staff, who is willing to oversee the project completion and provide necessary support.
3. Work with the faculty advisor to develop goals, determine materials, resources and an appropriate method of evaluating the project and develop the project proposal.
4. Sign the application/contract and obtain the signature of the faculty advisor (once the above (#3) is mutually agreed upon.)
5. Obtain signatures on the application/contract from a parent/guardian and school counselor.
6. Submit the contract and project proposal to the School Counseling Office for final review and ***pending approval by the Supervisor of School Counseling and the department supervisor.***
7. If approved, a copy of the contract will be sent to the student, teacher, school counselor department supervisor and Supervisor of School Counseling. The counselor will adjust the schedule.

When will the independent work be completed?

Independent Study is conducted during the school day and the designated period is determined based upon the student's schedule and the faculty advisor's availability. A section will be created for the student and will be assigned to the faculty advisor for the purpose of attendance and grading. The student must report to that teacher during the designated time indicated on the student's schedule.

How will the project be graded and the grade recorded on the transcript?

Academic credits may be granted upon completion of project, once the faculty advisor informs the School Counseling Office that all agreed upon criteria have been met. Successful completion of an Independent Study will result in the grade of "P" for Passing. Grades for Independent Study are not factored into the grade point average.

If a student discontinues the Independent Study without completing the work and the hours agreed upon in the contract, partial credit will not be given. **The student must fulfill the full terms of the contract.**