

# Application for Independent Study (23) or Field Work & Service (22)

**- PLEASE NOTE -**

• This application must be completed by the student and instructor and approved by the appropriate dean before the student will be permitted to register for Independent Study or Field Work and Service.

• The student must complete and file this contract with the Admissions and Records Office no later than the "NRS" deadline (30% of the semester) for the semester.

• **Independent study** projects must advance a field of study in an academic discipline. Students requesting independent

study must demonstrate adequate background in the discipline; for example, students may have completed all courses offered by the college in the requested subject. Each unit requires 54 hours of activity. Independent Study may be repeated until a maximum of six units are accrued.

• **Field Work and Service** projects must involve organized activity with vocational or academic objectives. Each unit requires a minimum of 54 hours of activity.

• The student is responsible for keeping written records of time spent and for submitting the written records to the instructor at the end of the project or semester.

• Student's Name \_\_\_\_\_ • SSN \_\_\_\_\_

• Address \_\_\_\_\_

• Discipline to Which Study Applies \_\_\_\_\_ • Section Number \_\_\_\_\_ • Units \_\_\_\_\_

• Instructor \_\_\_\_\_ • Semester & Year \_\_\_\_\_

• Number of units previously completed in Independent Study in this discipline \_\_\_\_\_ • Number of units previously completed in Field Work & Service in this discipline: \_\_\_\_\_

• Gavilan courses completed in this discipline: \_\_\_\_\_

• Description of Project or Planned Activity (To be completed by the student and instructor):

• What experience and knowledge will the student gain from Independent Study that extends beyond the existing course offerings?

• Text and/or reference materials to be used (to be completed by the instructor):

• **Learning Outcomes** (to be completed by instructor):

Learning outcomes should clearly reflect skills and experiences beyond those provided by existing courses.

1. **Course Learning Outcomes** - Complete this section to demonstrate the student's use of critical thinking and reasoning skills including the ability to formulate and analyze problems and to employ rational processes to achieve increased understanding.
2. **Institutional Learning Outcome (ILO)** - Identify by number which of the following are supported by the Course Learning Outcome:  
 (1) Communication, (2) Cognition, (3) Information Competency, (4) Social Interaction,  
 (5) Aesthetic Responsiveness, (6) Personal Development & Responsibility, (7) Content Specific.
3. **Measure of Outcome** - How will the Course Learning Outcome be measured (written exam, oral exam, oral report, role playing, project, performance, demonstration, etc.)?

(1) Course Learning Outcome	(2) ILO	(3) Measure

• **Course Evaluation Criteria and Procedures** (to be completed by the instructor):

Identify exams, papers, reports, presentation and/or other projects to be evaluated.

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• **Approvals**

• I agree to participate in the above described activity: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

• I agree to supervise the above activity: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Signature

• Signature of Area Dean \_\_\_\_\_ Date: \_\_\_\_\_  
Area Dean Signature