

## Independent Study Faculty Guidelines

Students who register for a section of Independent Study are required to secure a faculty mentor to work with them during the quarter. Some students are taking Independent Study because a required course is not being offered and they need that class to graduate. If that is the case, the student should be locating a faculty member that has taught that class. Other students may be taking an Independent Study class in order to pursue an area of interest that is not covered in their program or that they would like to dive into in more depth.

The following guidelines should help if you agree to mentor an Independent Study student. Please always feel more than welcome to get in touch with me if you have any questions at all about the process.

1. Once a student locates a faculty mentor, the student is required to write a project proposal based on the guidelines in Doc Share in eCompanion (see attached copy). Once that proposal is written, the student must have that proposal reviewed by the faculty mentor, and once approved the faculty mentor should print and sign their name on the project proposal. Once the faculty mentor signs the proposal, the student needs to upload that signed project proposal back into Doc Sharing in eCompanion marked "Instructor Only." The reason we do this is so that the signed project details stay with the eCompanion shell in case anyone wants details in the future about what the student worked on and who their faculty mentor was. It is easier than keeping a separate paper file in a box somewhere.
2. The students are **REQUIRED** to sign into eCompanion anytime during the week but no later than midnight Friday evenings (pst) and post to the weekly discussion board. This is how I take attendance each week. If the student posts he/she is marked present and if they do not post they are marked absent. This is regardless of whether or not they have met with their faculty mentor that week. This is the most efficient way for us to keep track of attendance since we have so many Independent Study students each quarter from all degree programs. PLEASE remind your students that they will be dropped from the class if they miss posting 3 times. I recommend they set up some type of alarm on their smart phone or something they use for time management/appt reminders.
3. During the quarter the student and faculty mentor meet as agreed – weekly for 15-30 minutes is what most faculty do – however, it completely depends on the student and the agreement with faculty. Some students work incredibly well independently and can communicate with faculty via email or Skype and can leave deliverables in faculty boxes and only need to meet for in person feedback

every other week or 3 or 4 times a quarter. Again, this is based on the agreement between faculty and student.

Keep in mind that being a faculty mentor does NOT mean that you are teaching a 4 hour – 11 week class. The student is working independently to complete the competencies for the class. As a faculty mentor you are there to guide them through the quarter, answer any questions, give them feedback on their work, and assess their progress for grading.

4. For midterm and final grades, faculty mentors should email student grades for Independent Study classes to me at [dcaron@aii.edu](mailto:dcaron@aii.edu). Since I am collecting grades from various faculty from all degree programs, your promptness in getting grades to me is greatly appreciated. I send out several emails reminding faculty that grades are due to try to help remind everyone and again sincerely appreciate a prompt response. All I need from the faculty is the midterm and final grade. I don't need any supporting documentation from faculty or students for the grade – that information should be retained by faculty as you would with other classes/students.

I would also sincerely appreciate faculty reminding students that they MUST submit a signed project proposal to Doc Sharing AND they MUST post to the online discussion board each week in order to be marked present for “class.” Each quarter students are dropped because they don't post online and are marked absent. Again, I recommend they set up an alarm on their phone to remind them to post. It can be any time during the week and all they are asked to do is post a brief project update each week.

Thank you so much for agreeing to be a faculty mentor for a student. If you have any questions please don't hesitate to ask me.

Dianne