

## **Independent Study Student Guidelines**

Hi everyone:

Welcome to Independent Study class. I would like to let you know the expectations for the class. ALL students need to access the project proposal sheet under Doc Sharing. Once you have read through the requirements, please write your proposal and select a faculty mentor for the quarter. Have that faculty mentor sign off on your project proposal and upload the signed/approved project proposal back into Doc Sharing for "Instructor Only" please. You may want to take the Project Requirement sheet with you when you present your project to your faculty mentor for approval. Once your project has been approved I will post points in your gradebook for that. It will NOT impact your grade but it will show that I received your approved project proposal. Please make sure that your faculty mentor PRINTS and SIGNS the proposal as signatures are not always legible.

IF you are working with a faculty mentor and meeting on a weekly basis PLEASE email me and let me know. If I do NOT hear from you by the beginning of week 3 letting me know who your faculty mentor is you will be dropped from the class. Once you have a faculty mentor and they have approved your project for the quarter then your requirements are that you post EVERY week NO LATER THAN Friday night at midnight (pst) to the online discussion board. Since I am not meeting with you this will be the only way I have to take attendance. If you do not post to the discussion board by class time I will mark you absent. PLEASE set up a reminder on your phone or whatever you need to do to remind yourself to post each week. If you look to the left (on eCompanion) you will see a weekly list. If you click on each week you will see a place to post. Again, ALL students in this course MUST post weekly to the discussion board no later than Friday night at midnight (pst) in order to be marked present for class that week. Even if you are working with a faculty mentor you are still required to post to the discussion board each week.

IF you have a faculty mentor you must email me with that information and upload your signed and approved project proposal to Doc Sharing no later than Week #3 or you will be dropped from the class. Once you have done that, all you will need to do is post to the discussion board each week for me. THEN you will make arrangements with your faculty mentor to meet with them and I will get your grades directly from them.

If you do not have a faculty mentor and have questions about this class PLEASE reach out to me ASAP and make arrangements to meet with me on campus sometime during Week #1 so we can get you on track.

I MUST meet with each student sometime during week #1 or Week # 2 (ONLY IF YOU DO NOT HAVE A FACULTY MENTOR that you are meeting with weekly). I am on campus Weds and Thursday this quarter.. YOU MUST CONTACT ME in order to arrange a meeting. We will talk about the class and the expectations as well as your proposed project and weekly deliverables.

WEEK # 5 each student that I am mentoring (**EXCEPT** those who are working with a faculty mentor other than me) MUST turn in a rubric for their final project so when I see the final presentation I can use the student rubric. That rubric should be uploaded to Doc Sharing as well - marked instructor only. Use the number of points assigned to the final project for your rubric. Again, this ONLY applies if you are working

directly with me and do NOT have a faculty mentor you are meeting with weekly.

I will expect to see student presentations for those students working directly with me (NOT those of you working with another faculty mentor) Week 5 or 6 (mid project update w/PPT) and Week 10 or 11 (final project presentation w/PPT). Again I am on campus Weds and Thurs and will post which days and times you can choose from to present. This **only** applies to students who are working directly with me and NOT those who are working directly with another faculty mentor.

Again, this is an independent study class and you will each have a faculty mentor - but PLEASE know that I am here to answer any questions and help you move through the quarter. Feel more than welcome to contact me on Weds/Thurs on campus or by phone at 360.201.1234 or by email at dcaron@aii.edu.

If you have any questions please don't hesitate to reach out - I am here to help you!!!! I will look forward to hearing from each of you about your projects and when we can meet during week 1 or 2. Again, if you have a faculty mentor I do NOT need to meet with you unless you have questions - but you do need to communicate who your faculty mentor is.

Thanks everyone - let's have a fun Spring Quarter!!! For those of you who don't know me I will post my PPT introduction under the Doc Sharing tab! PLEASE check to make sure that you have an email address in this eCompanion system that you check daily as my communication with you will be primarily via eCompanion email. I would also recommend that you include your email address in all email correspondence to speed up the reply from me (in case it doesn't show up as a return email). Also PLEASE check your spam email if you don't think you have received a reply from me as my address often times goes into spam. I reply promptly to ALL student email. Thanks so much!!!

Cheers  
Dianne