

STUDENT NAME:

GRADE:

PROPOSED SEMESTER OF STUDY\*:      Semester 1      Semester 2      ACADEMIC YEAR: 20\_\_

*\*Proposals must be submitted by the last day of Quarter 1 for Semester 2 and by the last day of Quarter 3 for Semester 1 the following year.*

TITLE OF STUDY:

FACULTY ADVISOR:

DEPARTMENT OF STUDY:

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SIGNATURES (to be obtained by the student prior to submission)

I have read and discussed the completed independent study proposal with the student and, if approved, agree to all of the requirements related to supervising and evaluating the work.

Faculty Advisor:

Date:

I have read and discussed the completed independent study proposal with my child and approve of the submission for administrative consideration.

Parent/Guardian:

Date:

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*For office use only:*

Grade Dean:

Department Chair (after department vetting):

US Director (after USAC vetting):

Date of final approval:

## GUIDELINES

- Students are eligible to enroll in one independent study for credit per semester in their junior and senior years if they are in good academic standing and maintain a satisfactory attendance record.
- Independent studies are intended to provide students with an opportunity to pursue a line of inquiry or engage in exploring an area of passion that is not available or cannot be undertaken within the context of an existing Blake School or Global Online Academy course.
- An independent study cannot substitute for a required departmental class and the credit cannot count toward graduation credit requirements.
- A student must be concurrently enrolled in at least five Blake courses.
- As a credited course, independent studies must adhere to specific departmental standards of academic rigor and engagement. While the form and details will depend on the nature of the study, students should plan on spending at least five hours per week on related work, not including meetings with the faculty advisor.
- Students should anticipate meeting with their advisor for a minimum of one 30-minute consultation per week; frequency and length of meetings will depend on the nature of the work and the recommendation of the advisor. These meetings must take place on campus unless approved by the US Director.
- Seniors should note that a Semester 2 independent study will not appear on their class list or transcript until it is formally approved.

## DIRECTIONS

1. Carefully read the guidelines above. Ask your grade dean if you have any questions or concerns.
2. Create a GoogleDoc in which you describe the independent study you would like to pursue. Be sure that the document addresses each of the topics below. Thoroughness, thoughtfulness, clarity, and attention to detail will all be carefully considered during the approval process. In certain instances, the proposal may be returned to you with suggestions for improvement that can be resubmitted with modifications.
  - Detailed description of the course of study: Include specific information on the topics to be covered, the texts/materials that will be used, the work you will produce and ways you will be assessed, etc.
  - Goals/Objectives: What are you hoping to learn and achieve? Why is this course of study necessary to pursue outside of existing Blake curricula?
  - What will your work schedule look like? How often will you meet with your faculty advisor? How will your faculty advisor guide/assist your work?
3. Share the GoogleDoc with the faculty or staff member who you would like to supervise your independent study. Be sure to also mention the semester for which you are interested in having the study approved. Meet in person for a conversation to discuss your idea and the work involved as well. Make any necessary edits and revisions to the GoogleDoc after that conversation.
4. If the faculty or staff member agrees to supervise the study, complete the top half of the Independent Study Proposal form (reverse side of this sheet). Obtain the faculty advisor and parent/guardian signatures.
5. Submit this form along with a hard copy of the GoogleDoc to your grade dean.

Be sure to also share the online version of the GoogleDoc with the grade dean as well.

After the proposal is fully vetted, the grade dean will get back to you about whether it was approved.