

## PVPA Independent Study Guidelines:

- If the course is provided through an accredited high school or college institution, please use the Off-Site Study Contract instead. This is available on [www.pvpa.org](http://www.pvpa.org) under "Documents and Forms."
- Courses must be pre-arranged no later than the first week of a semester. Based on Massachusetts reporting requirements, forms submitted after this deadline may be ineligible for credit.
- Goals outline new learning for the student.
- This option is available only if PVPA does not offer the course (media, genre, level, etc.) and/or if it is impossible for the student to schedule the course.
- Courses must be taught/advised by a qualified adult facilitator. PVPA administrators may assess qualifications by requesting a resume and/or a telephone interview. In addition, each course must identify a PVPA supervising teacher (unless the adult facilitator is a PVPA teacher).
- The quality and quantity of measurable evidence resulting from independent study is held to the same or higher expectations as other courses at PVPA.
- The PVPA supervising teacher is responsible to do a final evaluation of independent work with regard to the contract.
- When assigning credits, a PVPA administrator does an assessment of the expected workload (1 credit = 16 hours minimum). Generally, courses are not eligible for more than 5 credits per semester (a full-block course).
- Regular reports are entered into the school's database, on the same schedule as regular PVPA courses (mid-semester, final grade, etc.). The student is responsible to ensure this written feedback is provided to the PVPA supervisor by set deadlines.

**THIS SIGNED FORM IS DUE NO LATER THAN THE FIRST WEEK OF THE SEMESTER.**

# PVPA Independent Study Contract

**Step 1:** For a course in ELA, History/Social Studies, Mathematics, Science, or World Language:  
See the Academic Programs Director for initial approval.

For a course in Dance, Music, Theater, or Visual Arts/Technical Theater:  
See the Arts Programs Director for initial approval.

**Step 2:** Complete the information below:

**Semester:**  fall 2015       spring 2016  
VA/Tech  fall AND spring 2015-2016

**Credit Area:**  ELA     Hist/SS     Math     Science     WL  
 Dance     Music     Theater   

**CREDITS EXPECTED UPON COMPLETION:**  5 (average 5 hours per week for 16 weeks)  
 10 (average 5 hours per week for 32 weeks)  
 (Other) \_\_\_\_\_ (1 credit = 16 hours minimum)

**Student:** \_\_\_\_\_  
Name Telephone e-mail

**Course Title:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_  
(if under 18) Name Telephone e-mail

**Outside Provider:** \_\_\_\_\_  
(if applicable) Name Telephone e-mail

**PVPA Supervisor:** \_\_\_\_\_  
Name Signature

**Step 3:** Attach a typed, one-page description of your course, which includes the following:

- Goals (Learning Targets)
- Content (What are you going to do?)
- Methodology (How are you going to do it?)
- Means of Evaluation/Evidence (How do we know you met your goals?)

**Step 4:** Obtain these required signatures:

\_\_\_\_\_  
Student Date Guidance Counselor Date

\_\_\_\_\_  
Parent/Guardian (if student is under 18) Date Arts OR Academic Programs Director Date

**For office use only:**

1. Copy emailed to student/parent/guardian: (initial) \_\_\_\_\_ Date \_\_\_\_\_
2. Final grade/credit confirmed in PowerSchool: \_\_\_\_\_ Date \_\_\_\_\_  
Administrator Signature Grade