

**ASTEC Charter High School
Online**

INDEPENDENT STUDY ELECTIVE (ISE) CHECK LIST

Check to make sure you have everything in your packet.

PROPOSAL FORM COMPLETELY FILLED OUT
FREQUENTLY ASKED QUESTIONS
LETTER FROM IOR (Instructor-of-Record)
TIMESHEET FOR IOR
TIMESHEET FOR PARENT (Practice)
FIELD TRIP OR ACTIVITY FORM
WRITTEN REPORT FORMAT FORM
APPROVAL TO BEGIN ISE

Send your completed ISE proposal form and a signed letter from your IOR
to:

ASTEC Charter School
Attn: Linda Marshall
2401 N.W. 23rd Street
Oklahoma City, OK
73107

Do not begin your ISE until your proposal has been approved. For faster reply, be sure your e-mail address is on the form.

If you have any questions, I can be reached at ASTEC Charter High School, phone # (405) 947-6274 extension 303 or by e-mail to linda.marshall@astec-inc.org.

***ASTECC Charter High School
Virtual Program***

Independent Study Proposal

Independent Study offers students an opportunity to investigate specific problems or areas of interest under the direction of a valid instructor of record. Students are to propose an Independent Study course and complete the following form. All Independent Study courses must be approved by ASTEC prior to the start of the course. Students must apply for one Independent Study course per semester. Independent Study may NOT be used to satisfy a core curriculum course requirement.

Title of Course: _____

Semester and year independent course is to be taken:

semester: _____ school year: _____

Name of Student _____

Address: _____

Name of instructor of record: _____

Position of instructor of record: _____

To ensure consistency and uniformity in the curriculum, please use the following form to describe the proposed the Independent Study. Note: the workload in an Independent Study course should be commensurate with other traditional elective courses, which equals 30 minutes per day for 120 days or 3 hours and 30 minutes per week.

1. Content of Proposed Course

Please describe the content (subject) of the course.

2. Conduct of Proposed Course

Please describe the conduct of the course. What kind of work will you produce? How often will you meet with the valid instructor per week? How often will you practice/participate per week? What supplemental activities will be included? (field trips,etc.)

3. Course Objectives

What are your specific goals for the course? What specific knowledge and/or skills do you expect to gain?

4. Assessment Measures

How will your instructor evaluate the course to determine if these goals have been met?

5. Approval and Subsequent Reviews

Independent Study courses must be **approved**.

Student's Name

Date

ASTECC Advisor

Date

ASTECC CEO

Date

**ASTEC Charter High School
Virtual Program**

INDEPENDENT STUDY

**INSTRUCTOR-OF-RECORD
(IOR)**

I _____, the Instructor-of-Record (IOR) will accept the responsibility of coaching, training, overseeing, and of keeping a documented timesheet for the _____ (name of student, printed). If the student needs to practice at home, I will make the parent aware of this and ask them to sign a timesheet documenting the student's practice time. I will review the practice documentation..

I am aware the student needs a total of 60 hours to receive his Independent Study Elective (ISE) credit of ½ units. I understand the student needs this grade to maintain his/her classification and to graduate and will complete my responsibility in a timely matter.

_____ Instructor-of-Record Date _____

INDEPENDENT STUDY
TIMESHEET RECORD
 (Multiple copies of this timesheet may be made)

Week #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Initials of Instructor	Total Time per/week
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Total time in course _____

This time sheet must be completed and returned at end of study to receive credit for the course. Total time needs to equal no less than 60 hours.

 Student

 Date

 Instructor-of-Record

 Date

 Parent

 Date

ASTECC Charter High School Virtual Program Scholarly Work Guidelines

If you are submitting a paper to supplement your Independent Study Experience activity, you must follow the MLA Formatting and Style Guide. This guide can be acquired in its entirety at <http://owl.english.purdue.edu/owl/printable/557/> for writing and for citations. Below are key grading guidelines.

General Guidelines

- Paper must be completed on a computer and print on standard, white 8.5 x 11 – inch paper.
- Text must be double-spaced, using Times New Roman, 12 point font.
- Leave only one space after periods or other punctuation marks.
- Set margins to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press the tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use either italics or underling for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have endnotes, include them on a separate page before the Works Cited page.

Formatting the First Page of Your Paper

- Do not make a title page.
- In the upper left-hand corner of the first page, list your name on the first line, ASTEC ISE on the second line, and the date on the third line. This portion will be SINGLE-SPACED.
- Double space, center and BOLD the title. Don't underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters.
- Use quotation marks and underlining or italics when referring to other works in the title, just as in the body.
- Double space between the title and the first line of the body.
- Create a header in the upper right-hand corner beginning on the SECOND PAGE that includes your last name, followed by a space with a page number: number all pages consecutively with Arabic numbers (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

Basic Citation Rules

- In MLA style, referring to works of others is done by using parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, place the author's name followed by a space and the relevant page number(s).

- When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work, or italicize or underline it if it's a longer work.
- Citation will correspond with an entry in your Works Cited page.
- To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon.
- If the work being cited to has no author, use an abbreviate version of the works title. (For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page).

Formatting Short Quotations

- To indicate short quotations (fewer than four typed lines of prose or three lines of verse), enclose the quotation within double quotation marks. Provide the author and specific page citation in the text and include a complete reference on the Works Cited page.

Formatting Long Quotations

- Place quotations longer than four lines in a free-standing block of text, and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double spacing.

Works Cited Page: Basic Format

Basic Rules

- Begin the Works Cited page on a separate page at the end of the paper. It should have the same one-inch margins and last name, page number header as the rest of the paper.
- Label the page Works Cited (do not underline the words Work Cited or put them in quotation marks) and center the words at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- List page numbers of sources efficiently, when needed. If referring to a journal article that appeared on pages 225 through 250, list the page numbers on the Works Cited page as 225-50.
- If citing an article or a publication that was original issued in print form but was retrieved from an online database, provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database.
- Books – First or single author's name is written last name, first name. Title of Book. Place of Publication: Publisher, Year of Publication. The second line and any other lines are indented five spaces.
- Periodicals – Basic format – Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Again second lines are indented five spaces.

- Electronic Sources- Basic format- Name of Site. Date of Posting/Revision. Name of Institution/organization affiliated with the site (sometimes found in copyright statements). Date the site <electronic address> was accessed. Second lines should be indented. Treat Weblogs or “blogs” just as you would a Web site.

This is just a brief summary of the basics of using the MLA Formatting and Style Guide. If you have questions or need more information you can get the entire guide at <http://owl.english.purdue.edu/owl/printable/557/>.

Examples can be found at the above website.

**ASTECC Charter High School
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**INDEPENDENT STUDY
*Frequently Asked Questions!***

1. What is an Independent Study (IS)?

An IS is an elective course that is not completed online. Rather, initiate an area of study in which you are interested to be completed on your own or in your community.

2. What IS's qualify for graduation credit?

There is a broad range of IS activities that may qualify for credit toward high school graduation. These might include: gymnastics, baseball, football, basketball, swimming, dance, community service, volunteer work, guitar, arts, work-study, independent study, experimental credit, Vo-Tech, college and others that you may propose for review.

3. How will this credit be recorded on my transcript?

Credit will be noted by the content area. For example, a sport will be credited as "Physical Education"; an art project will be recorded as "Fine Art".

4. Is there a limit on the number of courses that may be taken in any one area?

That depends. It would be an excellent opportunity to try some of the things that interest you. However, some electives like piano, sports, volunteer work may be an on-going IS.

5. How will I know if my elective is acceptable?

You must complete a request form for each IS. Your ASTEC Charter High School Advisor will review the form and notify you as to whether your request meets the established criteria.

6. When may I begin?

Once you have received approval from your ASTEC Charter High School Advisor, you may begin your IS. Plan ahead.

7. How much time must I document in order to receive credit for my selected IS?

You must document sixty ours of participation since this is the time required for a traditional elective class.

8. What if I complete the contact hours with my Instructor-of-Record (IOR) and fall short of my sixty hours?

You may complete up to 20% of your course by submitting other scholarly work, field trips, lectures, etc. (See attached forms) related to your approved IS.

9. What do I do with these forms?

You will complete the appropriate form and attach reports, etc. and send them via email or regular mail to your ASTEC Charter High School Advisor by the established deadline.

10. Who may be my Instructor-of-Record?

Your primary IOR might include a responsible coach, piano teacher, YMCA instructor, artist or another local expert who is at least 21 years of age. A relative, a parent or guardian may NOT be your Instructor-of-Record. However, these individuals may sign off on practice times that occur at home (piano, guitar, etc.).

11. What is the responsibility of the Instructor-of-Record?

First, the IOR must agree to accept the responsibility. After that, his/her responsibility is that of any other instructor. He/she is to provide a quality experience that will benefit your over-all educational experience and sign off on your participation in the IS at the end of the course.

12. Does my time have to be documented?

Yes! You will take your time sheet (attached) to each session. At the end of the session, you will enter the time and have it signed by your IOR. Practice sessions and homework must also be recorded. A parent/guardian may sign off on these.

13. How many Independent Studies must I take?

You will need to take one course of study per semester which equals two per school year.

14. May I take a course of study during the summer?

If your course of study has been approved by your ASTEC Charter School Advisor for the following school term, you may begin documentation during the summer. This is limited to students that are not in their senior year.

15. How much credit will I earn for taking this Independent Study?

For each semester you will receive ½ unit of credit or 1 unit of credit for the entire year toward your high school graduation requirements.

16. Do I have to take the same IS for both semesters?

No, and we hope you use this to experience a variety of activities. You will receive ½ unit of credit per topic area completed.

17. If I go to summer camp such as space camp, may I submit and receive credit as an IS for this?

If you can document 60 hours at the camp or activity and have prior approval for the IS, you may receive credit for it.

18. Once I have completed my IS requirements, what next?

Once your IOR has signed off on your final session, you have submitted your time documentation and any other paperwork required for your particular IS to ASTEC Charter High School, your Advisor will review your submission and notify you of your grade for the course.