



INDEPENDENT LEARNING CONTRACT GUIDELINES & SAMPLE CONTRACT FORM

The primary purpose of an Individual Learning Contract (ILC) is to do advanced study in an area where you already have some academic background. You should be prepared to work independently and you can expect to maintain regular contact with your sponsor.

LOOK FOR FACULTY OR STAFF TO SPONSOR YOUR CONTRACT. Do this well in advance of the quarter you intend to do your ILC. If you want a contract for fall quarter, spring quarter is the time to negotiate. If you need help determining an appropriate faculty sponsor, talk with faculty you know and/or an Academic Advisor.

DEFINE YOUR WORK. Once you find a faculty, you should meet to negotiate the work you will do and state this clearly in your contract.

FINALIZE YOUR WRITTEN CONTRACT. Work with your faculty to determine the content of the contract. You and your sponsor will determine the number of credit hours you will receive for your contract, and what academic activities will be included in the contract.

IF YOUR CONTRACT INVOLVES RESEARCH USING HUMAN SUBJECTS, even oral or written surveys, you must complete a Human Subjects Review form and receive clearance from the dean before checking the box. The form is available in the Academic Dean's office or the [Academic Dean's website](#).

IF YOU WILL NEED TO USE TESC FACILITIES SUCH AS A DARK ROOM, LABORATORY, OR MEDIA EQUIPMENT you need to get the signature of the staff member in charge of that area. If your contract involves travel to a foreign country you must complete the travel waiver form available on the [Study Abroad website](#).

COLLECT SIGNATURES. Make sure you, your faculty sponsor (and your subcontractor if you have one) sign your contract. Students registering on time do not need to obtain a dean's signature.

REGISTER YOUR CONTRACT. Turn in your original final contract with 4 photocopies to Registration and Records with a completed registration form. Contracts are due at Registration and Records by the end of week one of the quarter. The latest contracts can be registered is 3:45 p.m. on the 5th class day of the quarter. The closer you wait to this deadline, the longer the wait at Registration.

AN ACADEMIC DEAN WILL REVIEW YOUR CONTRACT ONCE IT HAS BEEN REGISTERED. A dean will sign your contract if they agree it is appropriate for academic credit at Evergreen and if they find no errors. Once signed by a dean, your contract becomes official. To see the criteria the deans use to approve a contract contact Academic Advising.

ACADEMIC ADVISING at EVERGREEN
www.evergreen.edu/advising advising@evergreen.edu
Library 2153 (360) 867-6312



INDIVIDUAL LEARNING CONTRACT

<u>Student ID Number</u>	<u>Last Name</u>	<u>First</u>	<u>Initial</u>		Qtr Credit Hrs	
	<u>Evergreen faculty or staff sponsor</u>			Fall	16	
<u>Sponsor no.</u>	<u>Sponsor</u>			Wtr	16	
<u>Self-titled, 34 characters maximum</u>	<u>1st day of qtr.</u>	<u>last day of qtr.</u>		Spr		
<small>Short Title</small>	<small>Beginning Date</small>	<small>Expected Completion</small>		Smr		
<u>Type name and obtain signature below (if applicable)</u>					Total	16
<u>Subcontractor(s) and Titles</u>					Class Standing	Senior

Learning Objectives:
 This is the most important piece of your contract. What do you want to learn (not do)? Use the active voice: I will learn..., I will gain an understanding of..., etc. If you are continuing a contract, you must show progression in learning objectives and activities.

Related academic preparation and work experience:
 Put your related academic preparation and work experience here. Explain which programs and coursework specifically relate to your intended work in this contract as well as any work experience. Dates of this related work are useful if there is room.

Activities under this contract: Weekly classroom component? Yes No
 Contracts are meant for upper-level work, so your activities should build on prior academic work. List specific activities that will accomplish your learning objectives. Describe your plan of study. Be very specific about the work you will do including selected books and resources. State the outcomes you expect: number of finished pieces of art; number of polished essays; type of research paper. If you will also take a course, list the course title and number of credits.

- Tips:**
- ❖ Use complete sentences and active voice, e.g. – “I will read..., I will paint..., I will analyze..., (Not passive voice, e.g. – “reading will be done” or “I will be reading”)
 - ❖ Minimum font size is 9 point
 - ❖ *Italicize* book titles
 - ❖ This document is created for your transcript; don’t settle for less than your best effort in preparing it.

Support by the Sponsor and Subcontractor(s):
 Talk with your sponsor and/or subcontractor(s) about how often you will meet, what sort of guidance you would like (e.g. – critique, discussion of writing or other work, etc.) and the type of feedback you will receive. Write your agreement in this space.

Procedures for evaluating completed contract:
 State how your success in meeting your learning objectives will be evaluated, including a list of the finished work you intend to produce. Be sure to state when subcontractors (if any) will submit a written evaluation to your faculty sponsor – usually during week 10 of the quarter. State that you and your faculty will meet to exchange and discuss written evaluations at your evaluation conference.

- Yes No Does this contract require the use of special resources, facilities and equipment, or carry special legal implications including compliance with the policy on “Human Subjects Review”? (If yes, attach clearances.)
- Yes No Does this contract involve foreign travel? (If yes, attach liability waiver.)

<u>Student signature</u>	<u>Date</u>	<u>Sponsor signature</u>	<u>Date</u>
<u>Signature(s) of Subcontractor</u>		<u>Date</u>	
<u>Dean of Group signature</u>	Please turn in original contract plus 3 more copies to Registration and Records.		<u>Date</u> PC97(6/98)