

Nyack College

Office use only: Course Id: _____ Term: _____

Learning Contract for a Topical/Directed Study {00}

Student Name: _____ Student ID #: _____
(Last) (First) (Middle)

Total Number of Credits Earned: _____ Cum GPA: _____ Number of Credits for this Contract: _____

Credits and Length of Time: Every credit of directed study must demonstrate that the student has done at least **45** hours of work; therefore, a 3-credit directed study requires 135 hours of work.

Date Contract *Begins*: _____ Date Contract *Ends*: _____

Department: _____ Title: _____

Mentor: _____ Level of course: FR SO JR SR (circle one)

[All information must be legibly written]

A. Purpose(s):

B. Learning Activities:

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C. Methods and Criteria of Evaluation:

D. Schedule:

1 credit: Meeting #1 date: _____ + Meeting #2 date: _____

2 credits: Meeting #3 date: _____ + Meeting #4 date: _____

3 credits: Meeting #5 date: _____ + Meeting #6 date: _____

Signatures:

Student: _____ Date: _____

Mentor: _____ Date: _____

Department Head: _____ Date: _____

School Dean: _____ Date: _____

Nyack College

Learning Contract for a Topical/Directed Study {00}

Guidelines

The *Learning Contract* is an agreement between a professor and a student to complete a program of study within a specified time frame. *The student is responsible for all follow-up in the course.*

- Note:**
- > *Contracts* may not be made for work already completed.
 - > Students on Academic Probation may not make a *Contract*.
 - > There is a limit of one *Contract* per semester.

Deadline and Tuition:

CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL TO THE REGISTRAR'S OFFICE NO LATER THAN THE LAST DAY OF THE ADD/DROP PERIOD. The student will not be registered for the course until the completed contract has been received.

A contract may be included in the flat rate tuition charge, providing it has been submitted for approval by the deadline. Proposals presented at any other time during the academic year will be charged separately at the rate for credits taken above 18.

It is the student's responsibility to submit the contract proposal.

Completing the Contract:

1. A student must prepare a proposal for study in conjunction with the supervising professor. Meet with the faculty mentor in the appropriate department to discuss a program of study.
2. Complete all parts of the *Contract*
 - A. *Purpose(s)*: State your learning goals, amount, level, and type of learning.
 - B. *Activities*: Describe the reading resources, methods of inquiry to be mastered, concepts and histories to be learned. The relationship between your learning activities and learning goals should be clear.
 - C. *Methods and Criteria of Evaluation*:
List the specific reports, exams or projects from which you and your mentor will determine the degree to which you have achieved the purposes of your study. This evaluation will serve as the basis for grading.
 - D. *Schedule*: List at least two {2} dates and times per credit hour for meetings with your mentor to discuss and assess your progress.
3. After the Dean of the College approves the proposal, the student will be registered for the course.
4. The student is responsible for all follow-up in the course.