

Oak Park High School

Independent Project Proposal

Guidelines

PURPOSE: The purpose of an Independent Project is to allow a Student to pursue an area of study that is not available in our current curriculum. It is not be used in place of any designated subject required for graduation. An IP is designed to provide Students with a challenge and an opportunity to demonstrate their learning.

CREDIT: Independent Projects have the value of 5 units of credit per semester, which represents a minimum of 90 hours of Student work. This project does not meet the University of California “a-g” requirement. This course may be taken for letter grade or Pass/Fail.

ROLE OF STUDENT: The Student will work with the Teacher to complete the contract for the IP, meet with the Teacher at least once a week, **report to the Teacher on a daily basis**, complete all work indicated in the project proposal and maintain a log of all work done for the project. A requirement of the IP is the creation of a tangible project (written, art, film, et. Al.) that represents the work of the semester in quality and depth/scope. The Student will inform the Counselor at the quarter of the status of the IP.

ROLE OF THE TEACHER: The Teacher who assists Students with IP’s is asked to assist the Student in completing the forms required for the IP, meet with the Student at least once each week, be responsible for monitoring Student attendance during an assigned class period, maintain a folder of Student progress (insuring that benchmark activities are completed), and provide instruction and resources as needed. The Teacher will attend the Showcase presentation and assign a grade for the semester.

ROLE OF THE COUNSELOR: The Counselor will meet with the Student to ensure that the IP Contract meets the needs of the Student and is sufficient in scope and depth to warrant credit. Counselors will monitor progress of the IP for those Students who need IP credits for graduation and for all IP Students at the quarter. Counselors will attend the Showcase presentation at the end of the semester

ROLE OF DEPARTMENT CHAIR AND ADMINISTRATOR: The Department Chairperson will meet with the teacher to insure that the IP Contract meets the needs of the Student and is sufficient in scope and depth to warrant credit. The Administrator will review the proposal and give final approval of the contract before work commences.

PROJECT SHOWCASE: Students will present their projects in a Showcase to a panel which will include: Parents, Teacher (Mentor), Administrator, Counselor, and friends (if desired). This Showcase is a culminating activity which may take the form of an informal oral presentation, a display of product(s), a portfolio, a performance, a video or audio tape or other activity.

TIMELINE: Submit your proposal as soon as possible. Proposals submitted more than three weeks after the semester begins will not receive full credit.

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Independent Project Proposal/Contract

Use the following format to create an Independent Project Proposal. Work with the Teacher who has agreed to be your mentor in refining this proposal. **PROVIDE DETAIL!** When complete and ready to be reviewed (typed), obtain signatures on the attached sheet in the order listed.

Student Name: _____ Date: _____

Home phone number: _____

Project Title: _____

Supervising Teacher: _____ Department: _____

Grading Option: Letter Grade Pass/Fail Period: _____

Objectives of the Project

1. Why are you interested in this subject area?
2. What main principles of this subject area will be studied? (*List all that apply.*)
3. What do you plan to accomplish? Describe the project that you plan to Showcase.

Instructional Plan

1. What will you do to achieve your project's objectives?
2. What resources will you use? (Be specific; attach a bibliography).
3. **Prepare a timeline** of your activities (include benchmarks for each week and quarter by indicating "Week Number" and "Objectives/Tasks to Complete").

Method of Reporting Progress

1. How will you organize the required learning log and what will be included?
2. Describe the other system(s) that will be used to document and verify your progress. Be specific.

Method of Evaluation

1. Describe the Showcase format you will use to present your final presentation.

Deadline for Completion

1. Arrange a date for your Showcase presentation with your teacher (during final exam week). Schedule your presentation at least two weeks before the end of the semester.
2. Obtain clearance from Ms. Iwanoff to insure that all resource materials have been returned by the date of your Showcase.

Oak Park High School
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Signature Sheet

Signatures (in approval order)

Student Name: _____
Print

Signature

Parent(s): _____
Print

Signature

Teacher: _____
Print

Signature

Dept. Chair: _____
Print

Signature

Counselor: _____
Print

Signature

Administrator: _____
Print

Signature

Oak Park High School Independent Project

Final Grade/Credit Report

(To be completed by the IP Teacher: Retain 1 copy, give 1 copy to the counselor, original to records office)

Student Name _____ Date: _____

Supervising Teacher: _____ Department: _____

Project Title: _____ Units of Credit: _____

Grading Option: Letter Grade Pass/Fail

1. Were the objectives of the project successfully met? Yes _____ No _____
 IF NOT, please explain below.

2. Was the timeline adhered to? Yes _____ No _____

 Was attendance regular and acceptable? Yes _____ No _____

 Has the Student worked 18 hours for each unit of credit? Yes _____ No _____

3. Did the Student hand in a learning log and final project
 description/paper? Yes _____ No _____

 Was the project showcased as agreed upon? Yes _____ No _____

4. Has the Student's work been evaluated according to
 the criteria agreed upon? Yes _____ No _____

5. Comments: _____

6. Grade Earned: _____ Units of credit awarded: _____

Signature of Project Teacher: _____ Date: _____

Signature of Administrator: _____ Date: _____

The above grade and credits were entered on the Student's transcript on:

Date: _____ by: _____.