

Learning Contract Instructions for OLP 4461, 5561 Directed Study & OLP 6680 Advanced Technical Competency

The variable credit directed study course is an elective course offered in the OLP programs. The course requires a minimum of 40 clock hours of activity per credit in a project decided upon between student and OLP Advisor. The purpose of these courses is to provide valuable learning experiences to advance career or academic objectives that are not currently offered with the framework of the OLP course offerings.

- ** Each student is assigned an advisor within the OLP department. Your advisor must approve your directed study proposal, provide an approval signature, and provide a registration override before you register for the course.
- ** The following arrangements for a directed study project should be completed PRIOR to the start of the semester in which the project is to be conducted.

Please follow the steps below in order:

1. Select a Project

- a. Identify a directed study topic and the need for your proposed project.
- b. Discuss your idea with your OLP Advisor. Directed Study ideas may include:
 - i. projects made available to students at their current place of employment (additional project opportunities outside of their current roles and responsibilities).
 - ii. projects requested from organizations to the OLP department searching for students looking for practical project opportunities.
 - iii. projects within the OLP department to assist with department projects and classes.

2. Create a Proposal

- a. Complete the *Directed Study Proposal* form available from the OLP Department website under the "OLP Advising & Forms" link.
- b. Email the *Directed Study Proposal* to your OLP Advisor for his or her approval. Your advisor will work with you to confirm the details of your project regarding learning objectives, activities, deliverables, and timelines.

3. Obtain Required Signatures

- a. Once your advisor has agreed to all of the details of your proposal, email the final revised proposal to your advisor for his or her signature. Your advisor will provide you with an electronic signature on the *Directed Study Proposal* and will email the signed proposal back to you.
- b. Add your signature to the proposal.

4. Submit the Signed Proposal

- a. Email your *Directed Study Proposal* (electronically signed by you AND your OLP Advisor) to your advisor.

5. Convert the Proposal to a Learning Contract

- a. With signatures of both the student and the OLP Advisor, the proposal is now a learning contract. The OLP Advisor will place a copy of this signed learning contract in your student file.

6. **Register for the Course** - Students must receive a “Registration Override” from their OLP Advisor before they can register for the course.
 - a. Once the OLP Advisor has received the signed Learning Contract, he or she will submit a registration override to the registrar’s office, providing permission for the student to register online for the course.
 - b. The OLP Advisor will email the student to inform them that the registration override has been submitted and to invite the student to register online for the course.
 - c. The student completes the registration process by registering online for the appropriate Directed Study course number and section. Note: when the OLP Advisor provides a registration override, this **DOES NOT** automatically register the student in the course. Students **MUST** complete the online registration process themselves.
7. **Moodle Requirements**
 - a. At the beginning of each semester, all registered students will be automatically entered into the Moodle course that corresponds with the Directed study course. The directed study course will be on the list of Moodle courses for each registered student when they log on to their Moodle page. Watch for student access into the course at the beginning of each semester.
 - b. Students are to click on the appropriate Directed Study course and submit assignments throughout the semester as required. Note: although the learning contract has been submitted to the OLP Advisor during the planning stages of the project, the signed learning contract **MUST** also be submitted into Moodle to receive a grade for the contract.

When completing the Directed Study Proposal, be specific about each component. As this is to be a learning experience, highlight the benefits of the proposed learning experience.

- The Directed Study **Learning Objectives** refer to what **you** hope to accomplish or gain through your experience (e.g., skills, proficiency, practice). Write learner-centered objectives for yourself. Again, these are not the objectives of the project. These are objectives of what you intend to learn during your directed study project.
- The Directed Study **Activities** refer to specific tasks you will do to accomplish **your** learning objectives. Talk with your advisor about the focus that is right for you. Activities might also include experiences such as attending workshops or conducting directed readings.
- The **Final Report** refers to all of the deliverables due at the conclusion of the semester. Please list the documents that will be included for grading in your Final Report. For example, if your directed study involves teaching and/or training, then you will contract to deliver at least one lesson plan and evaluation of the lesson delivery. For all directed study projects, a time log documenting a minimum of 40 clock hours per credit, 3 interim progress reports (1-page), and a 500-word (2-page) reflective report on the entire learning experience are all required deliverables. (See below for specifics.)
- The **Time Schedule** refers to the periodic reporting dates for your progress reports and your time logs. Specify the dates on which you will submit your interim and final reports.

Please submit the following assignments for grading to your OLP Advisor through Moodle during the semester:

1. The learning contract complete with all required signatures.
2. Three progress reports. These reports are due on/about the 4th, 8th, and 12th week of the semester. Reports should address the activities to date, including challenges and how they are resolved. Progress Reports should be approximately 1 page in length and should include a time log reporting the time spent to date on specific activities.
3. A final time log of your time spent on the directed study project. ISU policy requires that you perform a minimum of 40 clock hours of activity per credit. Your time-log should include a detailed listing of the activity, date and location performed, and number of hours. Use MS Excel or similar computer software as your reporting format. Provide interim time logs as attachments with each of your 3 progress reports and your final report.
4. A copy of a lesson plan from one of your presentations.*
5. A completed evaluation of your teaching/training, completed by your lesson participants and a colleague or supervisor who has observed you conducting the training covered in the above lesson plan (See attached evaluation form).*
6. A final report that includes a 500-word (2-page, double spaced) summary of your project activities. Include your reflections on the challenges you overcame, principles and practices you integrated from OLP Program, and the benefits to your career goals from your learning experience. Also include any copies of materials developed during your directed study project.

* Note: Items 4 and 5 refer to a project emphasizing teaching/training. For an administrative project, Items 4 and 5 will be arranged with your advisor as befitting your specific project.

The Project Final Report, including the above items, must be submitted to the OLP Dept. by the Friday of the last week “Dead Week” in the semester, so that they can be evaluated and a grade submitted.

Revised January 2018