

SALEM COLLEGE

*Fleer Center*

FOR ADULT EDUCATION

**Directed Study Contract  
(Print legibly)**

Directed study tutorials are the equivalents of courses listed in the Salem College catalog, but which a student in the Martha H. Fleer Center for Adult Education cannot attend during the time the class is being offered. At least two hours per week (or 30 hours per semester) of contact time (including in-person, e-mail, phone, Skype, etc.) with the instructor is expected, in addition to work done independently. Students may complete no more than three Directed Studies as part of their program of study at Salem College.

Student Salem ID # \_\_\_\_\_ Cumulative GPA (must be 3.0 or higher) \_\_\_\_

Name \_\_\_\_\_ Advisor \_\_\_\_\_

Address \_\_\_\_\_ Instructor \_\_\_\_\_

\_\_\_\_\_ Beginning Date  
City State ZIP Code

Telephone: Cell: Home: Work:

Title of Course Department Course Number:

Term & Due Dates:

General Education Requirement Major Requirement Elective

1. **Course Objective** (How does this course fit into your overall degree program?)

2. **Specific Learning Objectives** (detail the proposed outcomes for this course)

3. **Learning Activities** (Methodology and Resources: attach a course syllabus)

A. What **text(s)** will be used? Please list **edition(s)** as well.

NOTE: Directed Study Faculty: The manager of the Salem College Bookstore needs to know what text(s) you plan to use as soon as you have agreed to offer this Directed Study.

Student: All texts listed above may need to be special ordered through the Salem College Bookstore. Once you have registered for your Directed Study, please visit the Bookstore to ask the Manager to special order the text(s) if they have not yet been ordered. All directed study courses incur an additional fee.

B. What **topics** are to be covered?

C. What is the **meeting schedule**? (List meeting times, including methods of contact including e-mail, fax, phone, in person)

D. What **other activities** will be utilized (labs, projects, etc.)

4. **Evaluation** (list methods of evaluation such as tests, oral presentations, papers, etc.)

Grading Options: (chose one)

5. **Signatures:**

(Student)

(Faculty) \*If not full-time faculty, form requires additional signature, Dean of the College

Full-time?

(Dean, Fler Center)

(Dean of the College) \*required for part-time faculty

Please return this Directed Studies Learning Contract, completed and fully signed, to the Fler Center during the registration period for the term and absolutely no later than mid-day of the last day of Drop/Add. **(If a contract is not returned by the last day of Drop/Add, the student will not be registered for the Directed Study.)** Copies of this completed contract will be made by the Fler Center staff and distributed to the student.