

DIRECTED STUDY AGREEMENT  
BERKLEY HIGH SCHOOL  
2022-2023

Student Name: \_\_\_\_\_ MI SCED Course # \_\_\_\_\_  
MI SCED Course Title: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Semester: \_\_\_\_\_ 1 - 2

Grade Level: (Circle One) 11<sup>th</sup> - 12<sup>th</sup> Period: 1 2 3 4 5 6

**Return form to Mrs. Wyatt in the Counseling Center  
before the 2nd week of the Semester**

**COURSE INFORMATION**

Name of Course: \_\_\_\_\_ Content Area: \_\_\_\_\_  
(same as SCED Course Title)

**STUDENT RESOURCE**

Developed cooperatively between student and teacher.

Text Title(s): \_\_\_\_\_ Copyright: \_\_\_\_\_

Workbook: \_\_\_\_\_ Other: \_\_\_\_\_

**COURSE DESCRIPTION**

The course should provide an opportunity for serious students to explore a topic of particular interest with a teacher who is willing to facilitate the study in addition to regular teaching assignments. In all cases, the study must be an extension of the Berkley High School curriculum and conclude with a presentation of the project to an appropriate audience (classmates, department members, community groups, etc.)

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Projected Date of Presentation:

Audience:

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RATIONALE FOR DIRECTED STUDY

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GRADING

Outline the details agreed upon by the staff member and the student. Student will earn a letter grade. The quality of work must meet BHS standards.

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WRITING COMPONENT

Briefly describe the types of writing planned and the number of writing assignments for the semester. This is expected for every course.

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TECHNOLOGY COMPONENT

Be specific on the technology which is incorporated into the course throughout the year. Should the student be proficient with a particular software? What skills should the student possess?

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FINAL EXAM/PROJECT/PERFORMANCE

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## STUDENT GUIDELINES

- Voluntary agreement with staff member
- Limited to one directed study per semester, two per year
- Included in registration for the next academic year. If teacher of record is unable to do the directed study, it is the responsibility of the student to find an alternate teacher.
- Significant planning must be done by student prior to completing application
- Planned project must be a sufficiently rigorous course of study to earn .5 semester credit, the equivalent of 19 weeks of work
- Student will report daily for attendance at the assigned hour during school session times
- Student will meet regularly, at least weekly, with staff member to report progress on a pre-arranged schedule - Student will maintain directed study log/journal and record days/times of meetings, notes, problems encountered, solutions to those problems. Log will be turned in and kept in department file via the department chairperson or designee.

## TEACHER/COUNSELOR/ADMINISTRATOR GUIDELINES

- Voluntary agreement between staff member and student
- Does not count toward staff hour or day contractual limits
- Facilitate student study/project by: Setting interim deadlines; providing timely feedback and arranging for final presentation to appropriate audience. All with signature on contract will be notified/invited to presentation. - Copy of student study/project to the Assistant Principal by the first progress report
- Maintain regular meeting times with students
- Maintain grades/attendance records in appropriate record books
- Complete progress report and grading records.

## SIGNATURES

I have read and understand the guidelines of this Directed Study Agreement.

\_\_\_\_\_  
Student

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Teacher

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Counselor

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Administrator

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_