

Independent Study Info Sheet

Step 1 – Registration: Register for your independent study courses through the Prior Lake district website. If you need help figuring out which class(es) you need, see your counselor. Independent study cannot be used to work ahead. Students may earn a maximum of 3 credits through independent study through the school year (This is a maximum of 4 quarter classes). You'll also need to decide which building will be your 'home base'. You can choose either Bridges ALC or PLHS. This will determine who will be overseeing your IS course(s). Andrew Martin is the IS coordinator for Bridges ALC and Kelly Kren is the coordinator for PLHS. Please contact your building coordinator if you have any questions. Their contact info can be found at the end of this document.

Step 2 – Check-In: Independent Study is given through an online program called PLATO. Once you've registered you need to meet with Mr. Martin at Bridges ALC or your counselor at PLHS. They will provide you with a document that needs to be signed and give you a tutorial on how PLATO works. Once you have the form signed (must be signed by a parent if under 18) and returned to Mr. Martin or your counselor, they will activate your PLATO course(s).

Step 3 – Complete your course(s): Since PLATO is an online software, it can be completed anywhere you have internet access.

There is also an attendance requirement of **10 hours** per course you have. **If you are 15 years of age, you will be required to complete 25 hours per course.** You will not receive credit for your courses if you do not complete the attendance requirement. This attendance time can be completed at Bridges ALC or PLHS:

Bridges ALC: Mondays and Wednesdays, 3:30 to 5:30 (Room 1)

PLHS: Tuesdays and Thursdays, 3:30 to 5:30 (Room 211)

Independent study runs from October 1st through May 31st. After May 31st, your classes will lock and you will not be able to access them or complete them.

To earn credit for your course(s) you need to complete the attendance requirement and you must pass the course. The grading for your course is as follows:

Learning Module Completion:	15%	This is just completing all the activities in the course.
Mastery Tests:	15%	Mastery tests do not count as 'complete' unless you get 80% on them. You can go through the tutorial again to unlock it if needed.
Unit Post Tests:	15%	Each unit will have a test at the end. You only get 1 try on these, but you can use your notes.
End of Semester Test:	15%	This will be the very last thing in the course. It covers the whole course and like post tests, you can use your notes.
Attendance/Participation:	10%	Completing your attendance hours.
Writing:	30%	A combination of discussion posts [if the course has any], unit activities, and notes*. <i>*You are required to write a page of notes for each tutorial/lesson in your course (unless exempted).</i>

Step 4 – Check-out: Once you've completed your attendance and your course you need to check-out with Andrew Martin at Bridges ALC or Kelly Kren at PLHS. It's important you let Mr. Martin (amartin@priorlake-savage.k12.mn.us) or Ms. Kren (kkren@priorlake-savage.k12.mn.us) know when you are finished with your course(s).