

- A. **Definition:** A learning contract is an integral component of an instructive and productive independent study project/course. This contract is a general statement of purpose with a list of objectives and activities that the student intends to achieve plus the specific evaluation technique(s). Each student involved in an independent project is to write a learning contract before beginning the course. It provides the structure and focus for the activity even though the objectives can be modified as the individual project progresses. **A copy of the learning contract must be forwarded to the Division Chairperson for approval in order for the student to enroll for credit.**

**Deadline:** At time of registration

- B. **Evaluation Techniques:** Two or more activities, (some suggestions follow) should be selected and incorporated in the learning contract.
1. **Journal:** This should be a record as well as an analytical log of activities. It can then be evaluated on the basis of its depth and the understanding demonstrated, i.e., the variety of problems encountered, how they were handled and why.
  2. **Required Reading:** The course advisor can be helpful in suggesting a reading list that will supplement the work activities, which would include magazines, journals, and texts. Reactions to these reading can then be included in the journal or final paper.
  3. **Final Paper:** This paper is used to describe the activity in which the student has been involved. There should also be some reflection by the student on the skills developed as well as on the competencies needed for future success in such an operation. This is a good opportunity for the student to synthesize the activities of the independent study project with the original objectives and readings.
  4. **Research Report:** This is a report of an in-depth study of an area of particular interest to the student.
  5. **Exercises:** These would be designed to fit the individual such as building and equipment layouts, slide presentations, construction of models and displays, or development of production/marketing graphics.
  6. **Employer Evaluation:** Input from the employer about the student's work performance can be helpful in the overall evaluation if the independent study includes a work internship.
  7. **Seminars:** If there are several students participating in a special class or project simultaneously, group meetings can be helpful and valuable in sharing reactions and ideas.
  8. **Self-Assessment:** The student should share with the faculty advisor his/her own evaluation of his/her performance as well as any changes in career and academic goals that may have resulted from the independent study activity.



**Ohio State ATI – LEARNING CONTRACT**  
(Independent Study Course)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Title/Number: \_\_\_\_\_ / \_\_\_\_\_ Credits: \_\_\_\_ Term: \_\_\_\_\_

This course is to be applied toward degree credit as follows:

\_\_\_\_\_ Elective \_\_\_\_\_ Substitution (a substitution form must also be submitted if this selected)

Course Instructor: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Title and Description:Objectives:Activities:Evaluation Techniques and Percent of Grade:**APPROVALS ARE REQUIRED PRIOR TO THIS REQUEST BEING PROCESSED.**

All requests and approvals must be sent from OSU email accounts.

The student must:

1. Download this form and work with the instructor to complete
2. Do a Save As and name the file LEARNING CONTRACT and their last name (Example: LEARNING CONTRACT Jones)
3. E-mail the file as an attachment to the course instructor; the appropriate division chair - Arts and Science and Business Technologies [flad.1@osu.edu](mailto:flad.1@osu.edu), Animal Sciences and Technologies [thornton.5@osu.edu](mailto:thornton.5@osu.edu), or Plant Sciences and Engineering Technologies [witter.7@osu.edu](mailto:witter.7@osu.edu); and Jill Gallion [gallion.9@osu.edu](mailto:gallion.9@osu.edu)

The instructor and division chair must REPLY ALL giving their approval.

The ATI Academic Affairs Office will then process the form and REPLY ALL to confirm that the course has been approved and added to the student's schedule.

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AND ENVIRONMENTAL SCIENCES[https://ati.osu.edu/sites/ati/files/site-library/site-documents/Academic\\_Affairs/Learning\\_Contract.pdf](https://ati.osu.edu/sites/ati/files/site-library/site-documents/Academic_Affairs/Learning_Contract.pdf)