

## Individualized Learning Contract (ILC)

### A. Student and Course Information

Student Name: \_\_\_\_\_ 700#: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ CMU Email: \_\_\_\_\_

Course: \_\_\_\_\_ CRN: \_\_\_\_\_

Semester and Year of Study: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Minimum hours of study required: \_\_\_\_\_ Program Requirement: Yes No  
*(For every hour of course credit, 45 clock hours of student work must be completed.)*

Location of Study: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Site Supervisor/Contact Information: \_\_\_\_\_

Emergency Contact Name, Phone Number, and Relationship: \_\_\_\_\_

Proof of Health Insurance, if required:  
*Proof of Health Insurance and emergency contact information required for any ILC located outside the state of Colorado.*

**B. Individualized Learning Overview:** Individualized learning options are available primarily as upper division credit for Juniors and Seniors with a minimum GPA of 2.75 or by permission of the faculty supervisor. Lower division credit may be available with a 2.75 GPA and higher and/or permission of the faculty supervisor.

- ✓ Individualized learning is an experience for which students assume full responsibility to complete successfully. The requisite personal dedication and commitment is significant.
- ✓ The following are minimum requirements. Please check with the specific department for additional ILC guidelines, which will include an assessment rubric for assignments, and faculty and supervisor evaluations that align with CMU/Departmental/Course student learning outcomes (SLOs).
- ✓ Individualized learning courses include the following: X87, X91, X93, X94, X95, X96, X97, X99.

### C. Description/Outline of Plan of Study /Research:

- 1. Time Commitment:** For every hour of course credit, 45 clock hours of student work must be completed. Academic engagement plus student preparation minutes must be a minimum of 2250 clock minutes per one credit hour. For graduate credit, graduate courses require 3750 clock minutes of combined academic engagement and student preparation.
- 2. Plan of study/research: Attach description to this document.**
  - Student learning outcomes (SLOs) that align with those of Colorado Mesa and department expectations.
  - SLOs as agreed upon with business owners/entrepreneurs/managers/nonprofits.
  - Timeline that lists specific student accomplishments to be demonstrated during the program of study.
  - Daily log kept by the student that demonstrates continuous learning and completion of course SLOs.
  - Specific course requirements.

**D. Description of Reporting/Monitoring/Evaluation Procedures to be used, including Grading Procedure and Timeline for Completion. Attach description to this document.**

**E. Plan of reporting/monitoring/evaluation must include the following. Attach description to this document.**

- Timeline for faculty evaluation during ILC.
- Timeline for student assessment of SLOs.
- Criteria to be used in assigning a grade.
- Assessment/rubrics to be used to meet departmental/CMU outcomes.
- If appropriate, timeline for on-site supervisor to use in evaluation process.

**F. Signature: I understand and agree to the expectations of the Individualized Learning Contract.**

*Students may **not** begin the Individualized Learning Contract until all parties have signed this form, and it is on file with the Academic Department Head.*

---

Student Signature

---

Date

---

Faculty Member Responsible for ILC - Signature

---

Date

---

Academic Department Head Signature

---

Date

---

Vice President for Academic Affairs

*(only for internships outside Colorado)*

---

Date

---

Onsite Supervisor/Evaluator

---

Date