

# SAMPLE

## COURSE CORRESPONDENT LEARNING CONTRACT

<b>Department or Curriculum Name:</b>	Romance Languages		
<b>Course #: IDST 296 Credit hours: 1</b>			
<b>List prerequisites (if applicable):</b>	SPAN 204	<b>(or equivalent)</b>	

### Section to be completed by Student

<b>APPLICANT INFORMATION</b>										
Student Applicant's Name:			XXXXX XXXX			Student PID:		XXX-XXX		
Email:		XXXXX@live.unc.edu			Phone # (including area code)		(XXX) XXX-XXXX			
Date of Application:		Nov. 1, 2015			Credit Hours Sought		1			
Major:		History			Minor:		Political Science			
Class (mark one) :			Senior	X	Junior		Sophomore		First Year	
Semester Requested: (mark one)			Fall	X	Spring		Summer I		Summer II	
		Year:	2015							
Current GPA:		Cumulative	X.XX		Major		X.XX			
Prerequisite(s) Fulfilled:		Course #	SPAN 204		Semester/Year	Spring 2015		Grade	A	

### Section to be completed by Student and Faculty

<b>INFORMATION ABOUT INSTRUCTOR</b>	
Name:	Isabel Jonas
Email:	isjXX@email.unc.edu
Department:	Romance Languages
Course/ section using course correspondent:	Span 203
Note: Faculty members are restricted to no more than two course correspondents per semester.	
<b>COURSE REQUIREMENTS:</b>	
This is considered a contract between the instructor and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student.	
<b>a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.):</b>	
The correspondent and the instructor will meet at least twice prior to the student going abroad and will communicate weekly via email while the student is abroad.	
<b>b) Assignments (and due dates, if relevant):</b>	
The course correspondent will be responsible for 10 activities throughout the semester and will participate in two live chat or Skype sessions with the SPAN 204 class. The average estimated time that the student will spend on the activities is 1.5 hours per week.	
<b>c) Final project:</b>	
The course correspondent will write a 1500–word personal reflection on how her/his perspective on Spanish culture and language has changed as result of this experience. The reflection is due during the last week of class, on December 5 at midnight EST.	
<b>d) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format):</b>	
The instructor will assign a grade of Pass or Fail for each activity, the final paper, and the final grade. To pass the course, the correspondent must receive a passing grade on the final paper and 90% of the weekly activities.	
<b>e) Additional information/comments not previously addressed:</b>	
N/A	
Mark here:	X I am attaching a syllabus containing ALL these required elements.

**Student, Faculty and Administrative Signatures****INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES**

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.

Instructor	<i>Isabel Jonas</i>	Date	11/05/2015
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I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student	<i>xxxxx      xxxxx</i>	Date	11/05/2015
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**\*\* CHAIR, DIRECTOR OF UNDERGRADUATE STUDIES, OR \* INDEPENDENT STUDY COORDINATOR (whichever is applicable)**

This Course Correspondent Learning Contract has been reviewed. The proposal is

<input type="checkbox"/>	APPROVED AS IS
<input type="checkbox"/>	REQUIRES MORE INFORMATION (provide details and return to instructor and student)
<input type="checkbox"/>	NOT APPROVED (provide rationale)

Chair/ Director of Undergraduate Studies /Faculty Designee/ SAD		Date	
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\*\* If the Chair is the student's independent study instructor, this form must be signed by the Chair's Senior Associate Dean (SAD).

\* If the Independent Study Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies (DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must approve this contract.

Note: Departments/Curricula must maintain copies of this contract for a minimum of two years.

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