

Read this guide carefully **before** doing any independent work!

GUIDE FOR INDEPENDENT CONTRACT WORK

DR. HONG'S CLASSES

What is independent contract work?

You will receive a contract that lists the science standards you must learn in order to pass the course. Working on your contract independently allows you to complete the course at a faster pace. If you are entering the class in the middle of the semester, contract work will also give you the chance to catch up on the material that we've already covered. Please let me know if you want to do independent contract work, and I will help you choose a topic.

When can I do contract work?

Since we will have lessons on most days, contract work will generally have to be completed outside of class. An exception is if you have already received credit for the topic that we're covering on any given day. In this case, you may work on your contract during class time. (If you have not received credit for the topic, you must participate in the lesson.) Occasionally, I will give independent contract days during class.

How do I read the contract?

The contract is broken down into individual topics. After each topic title, the contract lists the corresponding textbook, chapters, and sections (for example, "SE Book M: 6.1" refers to *Science Explorer*, Book M, Chapter 6, Section 1). Refer to the top right corner of the contract to determine which textbook to use for which topic. For your convenience, I have photocopied the textbooks and separated them into packets that correspond to each of the topics on the contract. Let me know if you would like one.

Some Things to Remember

- My tests are always open-note. Therefore, it is in your best interest to **take thorough notes** while studying!
- Remember my Code of Conduct. If I catch you cheating in any way, you'll just end up having to work much harder to prove to me that you've learned the material.
- Read all of this thoroughly! I will occasionally quiz everyone on this guide and award hours to the conscientious students who know exactly what they're supposed to do for contract work.



Instructions...

The short version

1. Take notes
2. Answer questions
3. Pass the test

Okay, I'm ready for some contract work. So what exactly am I supposed to do?

You will earn hours for contract work in the following three ways: 1) taking notes, 2) answering the questions at the end of each section, and 3) passing a test. You must complete all three steps in order to receive credit for each topic.

1. Once you have picked a topic, begin reading through the chapters and taking notes as you read. These notes will be vital for you to learn the information, and you will be allowed to use them when you take the test. I will not collect your notes, but I will look them over and award hours for you having taken them. Please refer to the attached *Four-Step Guide to Taking Notes from a Textbook* for help on this step.
2. The *Science Explorer* textbooks contain Section Review questions at the end of each section. Please answer all of these questions. (In the *Concepts and Challenges* textbook, answer the Checking Concepts and Thinking Critically questions, as well as the Building Math Skills and Interpreting Visuals questions if the chapter has them.) You will turn in these answers, so write them down on a piece of paper separate from your notes.
3. Once you have finished answering the textbook questions and turned them in to me, I will give you a test to take. You must score at least 60% on the test to get credit for the chapter. If you fail the test, you must complete a make-up assignment before retaking the test.

A Few Last Words

Besides letting you work at an accelerated pace, contract work also gives you the opportunity to catch up if you fall behind. I will be happy to help you finish the course as quickly as you can, but I will not hold your hand and make you study. If you choose to goof off and neglect your work, that's your prerogative. Just don't expect to pass the course if you're not actually keeping up.

Please let me know if you need help or have any questions at any time!