



Distance Learning

INDEPENDENT STUDY OPTION

Manitoba Education, Citizenship and Youth
Instruction, Curriculum and Assessment Branch
Distance Learning Unit
www.edu.gov.mb.ca/k12/dl

Senior Years Student Information Guide

Are you Considering Taking an Independent Study Option Course?

Completing this questionnaire will help you decide whether independent study is for you.

- | Yes | No | Respond yes or no for each statement and score as directed below. |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. I have a specific need to take this course. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. I have work or family commitments that make it difficult to attend school therefore the Independent Study Option (ISO) is right for me.
or
I attend school and my school is unable to accommodate my course requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. I am comfortable working independently on my studies in order to learn and do not need the support of my classmates and class discussions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. I am comfortable emailing or phoning somebody with whom I am not familiar. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. I have people who will be able to support me if I take an ISO course. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. I am willing to make a commitment to spend the time required (approximately 110 hours) to complete this course in a maximum of 12 months. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. I am an organized and self-motivated individual, and I have good study skills (e.g., I set personal goals and meet the deadlines). |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. I can read and understand complicated text without help. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. I know how to support my learning with audio and video resources or other media formats. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. I am willing to do all the work required to prepare for the tests/exams. |

Scoring

- ◆ Add 1 point for each statement for which you responded with a “yes”.
- ◆ If you scored 7 or higher, ISO courses are a real possibility for you.
- ◆ If you scored 5 or 6, ISO courses may work for you, but you need to make a few adjustments in your schedule and study habits to succeed.
- ◆ If you scored 4 or less, ISO courses may not currently be the best learning alternative.



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Are you Considering Taking an Independent Study Option Course?

Explanations

1. Independent Study Option (ISO) students who have an urgent reason for taking the course are more motivated to complete the course.
2. Students who find it difficult to go to school on a regular basis because of their work/family/personal schedules,
or
Students whose schools are unable to accommodate their course requirements, may find ISO to be a good alternative.
3. Because students taking ISO courses work independently, these courses may be challenging for those who require the support of a classroom.
4. ISO students will have access to a tutor/marker by email or phone. Students who do well in ISO courses are usually comfortable contacting the tutor/marker as soon as they need help with the course.
5. Students are encouraged to find a learning partner who can help and support them. This individual can be a parent, a teacher, another student, a sibling, or another community member.
6. Students who follow a regular weekly schedule are more likely to complete the 110 hour course within 12 months.
7. ISO courses give students greater freedom of scheduling, but they require more self discipline, organization, and study skills.
8. ISO courses require students to read a lot of text since most of the learning material is in print.
9. Some ISO courses have resource materials (e.g., textbooks, CDs and/or DVDs). Students are expected to learn from these materials since test or exam questions may be derived from them.
10. When students have worked through the course material, they will be more prepared to write the supervised testes and exams.

FREQUENTLY ASKED QUESTIONS ABOUT ISO COURSES

Where can I get an overview of a course?

Your school facilitator has a brief description of each subject. Please visit the Independent Study Option Website to view all the course descriptions.

How do I order an Independent Study course?

Your school ISO facilitator will help you select your course(s) and complete the Admission/Registration Form, or go to the Distance Learning Website to the forms section to print your own copy.

How much do Independent Study courses cost?

Course fees vary. Costs are based on:

- ◆ Credit value of the required course
- ◆ Attending or not attending school
- ◆ Being a resident or non-resident of Manitoba. Consult with your school facilitator to determine the cost of the course you are interested in.

Where do I get course text books/supplies and how much do they cost?

You buy supplies from the Independent Study Option (ISO). The Manitoba Text Book Bureau (MTBB) will sell you the required textbooks or your school may loan you the textbooks. Cost varies, depending on the subject and the number of texts/supplies required. Refer to each specific course description for a list of required resources.

Where do I send my work that requires marking?

There are clear instructions provided throughout your course with the mailing instructions. Your work that requires marking will be mailed to the ISO office located in Winkler, MB. Periodically, student work has not arrived through the mail; therefore, it is recommended that you keep an additional copy of your work before forwarding it for marking.

How long does it take to complete a course?

- ◆ You have one year from the date of registration to complete a course.
- ◆ In order to understand the time commitment needed to complete an Independent Study Option course, you should know that a one-credit course is designed to take approximately 110 hours of class time.
- ◆ As a general guideline, you should also count on spending half as much time again for reading textbooks, completing assignments, and studying for tests and exams. Therefore, you may need to spend approximately 165 hours to complete a course. This time is a guideline and will vary according to course, study habits, etc. You should assume that a half-credit course will take half as much time as a one-credit course.

How will I be evaluated?

Most courses consist of modules or sequences. The number of these varies from course to course. Each module covers a section of the course and contains several lessons. At the end of most lessons there are assignments which ISO students are expected to complete and evaluate. The applicable answer keys are included in the course package.

- ◆ In some cases, modules contain one or more tests which students must complete on a self-testing basis or which must be sent into the Independent Study Option for evaluation by the course Tutor/Marker. Test keys are included in the package for the tests to be self-evaluated.
- ◆ Students may be evaluated by a variety of different methods in an ISO course. These include projects, tests, assignments, essays and/or examinations. An explanation regarding the evaluation is found in the course description.



TUTOR/MARKERS - EXAMINATIONS

What do I do if I am having difficulty with my course(s)?

Courses are designed for students to be able to work independently. When assistance is required for assignments and/or subject content consider the following options:

- ◆ Seek help through the Independent Study Option (ISO) facilitator at your school.
- ◆ You should try to find a study partner. A study partner can be a parent, teacher, another student, sibling, relative, or any member of the student's home or community who would be willing to spend time with you. Since a distance learning course does not involve a classroom teacher, a study partner may give a student some good ideas and provide valuable assistance and encouragement.
- ◆ Upon registration you will be given the name, email and toll free number of an ISO Tutor/Marker who will provide tutoring and marking services. This subject specialist will be available for periodic consultation in regard to clarification required on assignments. There is a time limit that the Tutor/Marker is able to spend with you therefore use this resource only as required.

Who will mark my work?

Your assigned Tutor/Marker subject specialist will evaluate your work and mail it back to you with a mark. If you have questions about the mark you received, please contact your Tutor/Marker and/or ISO Consultant for further clarification. All work that requires marking can be redone once to improve the grade.

How do I receive my midterm/final marks?

- ◆ Statements of Standing for midterm and final marks are mailed to the school ISO facilitator. Attending students must request their marks through that individual.

- ◆ During the summer months, attending students' Statement of Standing will be mailed to their home address. A duplicate statement will be mailed to the school ISO facilitator during the first week of September.

Marks will not be given to students by telephone. Students may make a written request to receive their marks by fax or mail.

Where do I write my exam(s)?

You will write exams in a supervised setting at your school. Your school facilitator will order the exam and arrange for the exam to be administered and supervised. The ISO exams may be written during the scheduled examination periods at your school.

- ◆ Final exams must be written within 12 months of the date of registration.
- ◆ A minimum mark of 30% is required on both the midterm and final exams. A student receiving a mark less than 30% on any exam will be required to rewrite the exam.
- ◆ Students who fail an examination (31-49%) may choose to rewrite the exam.
- ◆ There are fees associated with rewriting the exams. Please consult your school facilitator.
- ◆ Midterm and final exams can only be rewritten once.

Examination Deadline

- ◆ Write your exam 5 weeks prior to completing the course

Examination Rewrite Deadline

- ◆ Rewrite your exam 3 weeks prior to completing the course

Can I write my exams during July and August?

Your school facilitator will have to provide written permission for your exams to be administered during July and August. Consult your school facilitator for the process in order to write exams in the summer.

THANK YOU FOR CONSIDERING INDEPENDENT STUDY OPTION