**Guidelines For Filing An Application Contract For An Independent Or Directed Study To Approve A HAW 499, HAW 699 and HAW 695**

**HAW 499**
Directed Studies (V) Study of Hawaiian language through vernacular readings in various academic fields. Repeatable up to six (6) credits. Pre: 302 and consent.

**HAW 699**
Directed Research (V) Repeatable unlimited times. A-F only. Pre: Consent of instructor and graduate chair.

**HAW 695**
Papahana Laeoʻo (V) Internship with cultural practitioner for MA students choosing Plan B. Repeatable up to six (6) credits. CR/NC only. Pre-consent of graduate advisor.

An option for elective credit may be to do work with UH faculty or community resources and mentors in the form of an independent or directed study course such as a HAW 499/699 Independent or Directed Study (which includes Directed Reading/Research or Field Investigations) or a HAW 695 (internship with a cultural practitioner). Through independent or directed study courses and projects, the student works one-on-one with an individual faculty member, cultural practitioner or mentor who guides the student toward meeting specific, mutually agreed upon learning objectives and activities. These are developed in a signed written contract drawn between the student and the UH faculty supervisor, and approved by the Center Director.

In general, a HAW 499/699/695 is not intended to replace or substitute for a course already offered through the university, including required major or pre-requisite courses. The primary purpose of a HAW 499/699/695 is to enhance, extend or enrich a student’s learning experiences beyond the wide range of university course work already offered. The HAW 499/699/695 independent or directed study is a cooperative learning situation with a principal resource UH faculty member, cultural practitioner or mentor, who is expected to have the experience, expertise and knowledge in the area of study and investigation and can deliver the negotiated learning experiences.

Above all, a HAW 499/699/695 should be an experiential opportunity for the student to grow and develop through mentorship, inquiry, discovery and responsible scholarship. A HAW 499/699/695 will not to be approved for the sake of a student’s personal convenience or schedule.

**GUIDELINES TO FOLLOW**
For all approved HAW 499, HAW 699 and HAW 695 independent or directed study contracts, all of the following pre-conditions for approval shall apply:

**CREDITS**
1. For HAW 499, a total of six (6) credits may be applied toward undergraduate major or degree requirements. HAW 499 credits may not be counted towards graduate work.
2. For HAW 699, the total credits earned and applied toward a graduate major or degree requirements are: six (6) credits for Plan A students; and nine (9) credits for Plan B students.
3. For HAW 695, the credit(s) earned for each learning experience may vary up to six (6) credits in total.
4. HAW 499/699/695 contracts may be negotiated for one (1), two (2) or three (3) credits. Not more than three (3) credits may be negotiated per contract. A minimum of 50 hours of documented independent or directed study work per semester is required for each credit negotiated.

GRADES
5. For HAW 499 and HAW 699, grades (A-F) only must be earned for the independent or directed study. Credit/No Credit or Pass/Fail are not options. Students may not audit HAW 499 or HAW 699.
6. For HAW 695, students may only enroll for Credit/No Credit. Students may not audit HAW 695.
7. The Kawaihuelani “B- or better” grade policy will apply to credits earned in HAW 499/699 if the learning experience is counted towards fulfilling major requirements.
8. Grades of “I” or “Incomplete” under special circumstances may be allowed, with the prior approval of the Director. Incomplete grades must be fulfilled by November 1st (for the previous Spring and Summer Semesters) and April 1st (for the previous Fall Semester). There will be no extensions beyond these dates.

ROLES & RESPONSIBILITIES
9. The UH faculty supervisor who supervises the HAW 499/699/695 shall be a current member of the UH faculty. Keep in mind that UH faculty can only supervise a limited number of HAW 499/699/695 students to be an effective instructor/mentor.
10. The UH supervisor’s role is to provide diligent supervision and guidance of the student engaged in the independent or directed study. As the acknowledged principal resource with expertise in the field of study or investigation, including work conducted with a cultural practitioner. The supervisor is charged with authenticating the content of the independent or directed study, assuring the quality of the independent or directed study learning experience, and delivering a fair and professional evaluation of the student’s work.
11. The student’s role is to meet all of the conditions set forth in the written independent or directed study contract, within the agreed upon time frame. For each credit negotiated, a student is expected to engage in a minimum 3-4 hours of independent or directed study activities each week of the 15-16 weeks per semester. One (1) credit of independent or directed study requires a minimum of 50 hours of active academic engagement for the semester; two (2) credits require 100 hours; three credits (3) require 150 hours.

RECORD-KEEPING
12. Meeting regularly is an expectation for both the student and UH supervisor. In consultation with the supervisor, the student will develop a record-keeping system/log to account for time spent engaged in learning activities during the independent or directed study, in a manner and form in which both supervisor and student agree.
13. All copies of documentation for a HAW 499/699/695 approved contract shall be filed with the Academic Advisor, including contracts application, assumption of risk and release forms,
record-keeping system/logs, etc. Faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file.

ASSUMPTION OF RISKS
14. For students who will engage in field investigations and activities related to the independent or directed study in off-campus settings and environments, the “Statement of Assumption of Risk and Release” form is required to be submitted at the time of application. This is to ensure that the liability involved with activities conducted in/on off-campus settings and environments is clearly at the student’s risk.

NO FUNDING
15. There is no assurance or assumption of funding or fiscal responsibility for any approved HAW 499/699/695.

EVALUATION & MONITORING
16. HAW 499/699/695 supervisors are encouraged to keep accurate, on-going documentation when tracking student performance, progress, and grades.
17. The student shall submit the record-keeping log kept to account for time spent engaged in learning activities during the independent or directed study to their supervisor who, if requested, then shares it with the Director for review. When requested, any other evidence of completed assignments, projects or activities shall be submitted to the Director. If requested, the log and any other documented evidence for the independent or directed study are due on the last day of instruction of the semester.
18. Faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file. All contracts and supporting documentation for approved HAW 499/699/695 contracts are filed with the Academic Advisor.

WHEN TO APPLY & APPROVAL
19. Applications for HAW 499/699/695 are accepted once a semester in the Fall Spring and Summer semesters. The application contract form and supporting documents and are due ONE WEEK before the last day to add classes to the Director for approval (see UHM Academic Calendar).
20. Clearly print the name of the student and supervisor on each page of the application form and supporting documents (word processed).
21. When approved, the supervisor should assist the student to enroll by using the appropriate course CRN assigned to the supervisor for a HAW 499/699/695 (see the Director for the CRN).

CLOSURE OF THE HAW 499/HAW 699/HAW 695
22. After final grades for the HAW 499/699/695 are assigned and posted, the UH supervisor should file all supporting documentation (e.g., logs, copies of final papers, etc.) with the Academic Advisor. As a reminder, faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file.

QUESTIONS
For more information concerning HAW 499/699/695 please contact the Kawaihuelani Academic Advisor at 808.956.7637 or email kukakuka@hawaii.edu.