The following is only one possible format for an independent study learning contract. You may use whatever format works best for your situation. However, every contract must include both the student and faculty member’s signature. You may detach the last page of this sample, affix signatures and return it with your formal learning contract or create your own signature page providing spaces for the required signatures.

**Sample Learning Contract**

**Independent Study**

**School of Professional & Continuing Studies**

**University of Richmond**

**Student Name:** ________________________________ **URID:** _____________________________

**Instructor:** ________________________________ **URID:** _____________________________

**Number of credits to be earned:** __________________

**Study Overview:**

The purpose of this independent study is for the student to gain understanding of the “glass ceiling” phenomenon and to explore its causes and effects. The study will begin with a broad, conceptual unit covering the underlying psychological process involved in creating a culture where the “glass ceiling” can occur. After this the focus will narrow to an examination of the prevalence of the glass ceiling, its causes, and its consequences to individuals and organizations. Finally, the student will draw conclusions and make recommendations regarding the issue. The student will earn (indicate number) credits for this work.

**Goals:**

Three specific goals will be emphasized in the study:

1. To learn about psychological processes involved, including stereotyping, norms, gender role development, and prejudice.

2. To gain understanding of the glass ceiling effect by examining the literature regarding causes and effects of, and solutions to the glass ceiling effect.

3. To explore applications of the above material to the "real world".

**Assignments:**

The chart below delineates activities and evaluation modes associated with the above goals.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activity</th>
<th>Product/Evaluation</th>
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<tbody>
<tr>
<td>1) Learn about psychological processes</td>
<td>Read four chapters selected by the instructor</td>
<td>Multiple Choice Exam</td>
</tr>
<tr>
<td>2) Understand the glass ceiling effect</td>
<td>Conduct literature search; select, read and annotate 8-12 articles</td>
<td>Annotated Bibliography</td>
</tr>
<tr>
<td>3) Explore applications</td>
<td>Conduct interview and write summary paper</td>
<td>Term Paper</td>
</tr>
</tbody>
</table>
Requirements and Grading:
The student's performance will be evaluated based on three areas:

1. **Multiple Choice Exam (1/3 of grade)**. After reading the chapters below, the student will complete an objective examination on the material. Readings include the following four chapters:


2. **Annotated Bibliography (1/3 of grade)**. The student will conduct a literature review of business and psychology journals in order to identify 8-12 articles which together comprehensively cover these topics: description of the glass ceiling, research regarding its prevalence, discussion of the causes, discussion of effects on both individuals and organizations, and suggested resolutions.

   The student should present the list of select readings to the instructor for approval prior to beginning reading. The student will read the articles and write an annotated bibliography consisting of 1-2 pages (double spaced, typed) per article. The page should include the citation, a brief summary of the articles and a critique. Bibliographic entries should also make reference to other articles in the series and to the “big picture”.

3. **Final Paper (1/3 of grade)**. After the research, the student will interview an individual woman who has encountered the glass ceiling. The goal of this will be to relate a real person’s experience to what the student has read. The paper written after the interview should integrate the academic material with the real life experience. Second, the student should also use the paper as an opportunity to draw personal conclusions regarding the glass ceiling effect and to make recommendations for the future.

Time Frame:
The independent study is to be completed by the end of the spring semester. The student has permission to begin study in early December. The student is free to progress at her own pace as long as the last assignment is submitted at least one week prior to the end of the term. The responsibility for initiating contact with the instructor and for communicating about progress and for completing work belongs to the student. It is expected that the student will contact the instructor on a regular basis to discuss progress and to arrange time to meet.
The signatures below indicate agreement to the above.

Student

Instructor

Reviewed by:

Academic Program Chair

Approved by:

Senior Associate Dean