Online Learning Contract Manager

Student instructions

1. Sign in with your onyen and password at https://olcm.oasis.unc.edu

2. To create a new learning contract submission, click '+Add Contract.'

   + Add Contract

3. Confirm you have either met with the Independent Study instructor or are currently meeting with the instructor.

   Students must complete this application either while, or after meeting with the Independent Study instructor. **Selecting the 'Continue' button below indicates that you have read and understood this requirement.**

   Continue

4. If more than one term is open for submissions, select the correct term, and click 'Continue.'
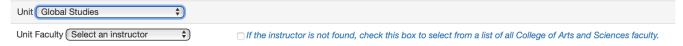
   ### Please select the term for your contract:

   ○ Fall 2018 Open through 9/1/2018
   ○ Summer I Open through 7/1/2018

   Continue

5. Select a unit:

   Section to be completed by Student and Faculty
   INSTRUCTOR OF RECORD:

   Unit [Select a unit ⬦]

6. Select an instructor:

   Unit [Global Studies ⬦]

   Unit Faculty [Select an instructor ⬦]   ☐ *If the instructor is not found, check this box to select from a list of all College of Arts and Sciences faculty.*
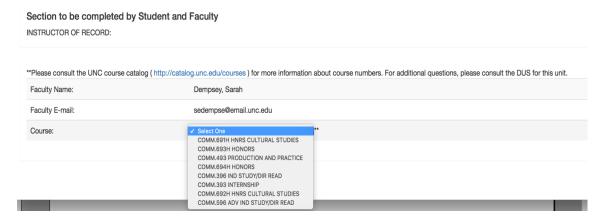
If the instructor is not found in the initial select box, click the 'check if instructor is not on the list' box. Clicking this checkbox will load all CAS faculty as select options. If the primary instructor is a graduate student, you may need to search by email address, as shown below.
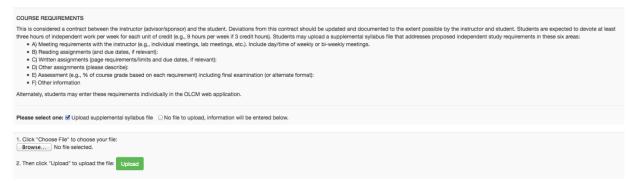
Unit [Global Studies ▾]

All CAS Faculty [Select an instructor ▾]   [UNC email address]   [Search]

If the instructor is not found in the list of CAS faculty, search by the instructor's UNC email address as listed at http://directory.unc.edu.

7. Once the primary instructor is selected, select the course and enter the desired number of credit hours.

Section to be completed by Student and Faculty

INSTRUCTOR OF RECORD:

**Please consult the UNC course catalog (http://catalog.unc.edu/courses) for more information about course numbers. For additional questions, please consult the DUS for this unit.

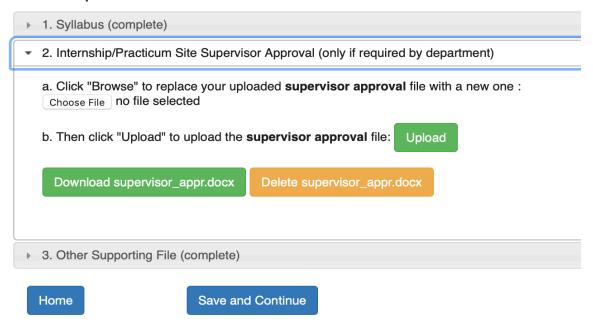| Faculty Name:	Dempsey, Sarah
Faculty E-mail:	sedempse@email.unc.edu
Course:	✓ Select One
	COMM.691H HNRS CULTURAL STUDIES
	COMM.693H HONORS
	COMM.493 PRODUCTION AND PRACTICE
	COMM.694H HONORS
	COMM.396 IND STUDY/DIR READ
	COMM.393 INTERNSHIP
	COMM.692H HNRS CULTURAL STUDIES
	COMM.596 ADV IND STUDY/DIR READ

8. Course Requirements: To complete this section, either
   a. Upload a supplemental syllabus that addresses course requirements listed in A-F, or
   b. Enter responses to questions A-F directly in OLCM.
   To enter course requirements directly in OLCM, select the 'No file to upload, information will be entered below.' checkbox.

COURSE REQUIREMENTS

This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours). Students may upload a supplemental syllabus file that addresses proposed independent study requirements in these six areas:
   • A) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.
   • B) Reading assignments (and due dates, if relevant):
   • C) Written assignments (page requirements/limits and due dates, if relevant):
   • D) Other assignments (please describe):
   • E) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format):
   • F) Other information

Alternately, students may enter these requirements individually in the OLCM web application.

Please select one: ☑ Upload supplemental syllabus file   ☐ No file to upload, information will be entered below.

1. Click "Choose File" to choose your file:
   [Browse...] No file selected.

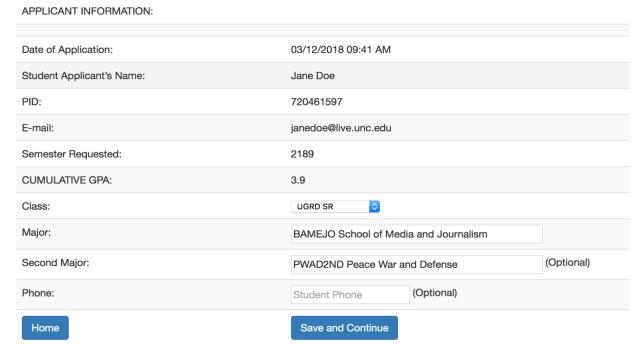2. Then click "Upload" to upload the file: [Upload]

9. If you have an Internship/Practicum Site Supervisor Approval, or Other supporting document to add to your application, it may be added on the 'Other Uploads' page as shown below. All files associated with the contract may be updated or deleted on this page.
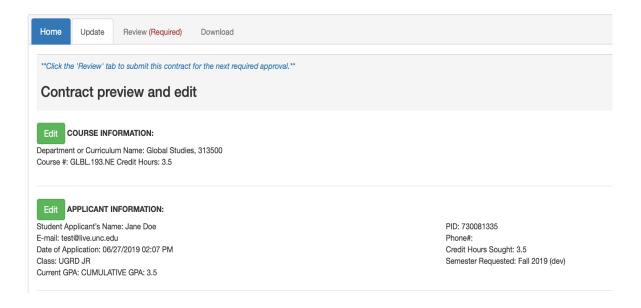
Other Uploads

▸ 1. Syllabus (complete)

▾ 2. Internship/Practicum Site Supervisor Approval (only if required by department)

    a. Click "Browse" to replace your uploaded **supervisor approval** file with a new one :

    [Choose File] no file selected

    b. Then click "Upload" to upload the **supervisor approval** file: [Upload]

    [Download supervisor_appr.docx] [Delete supervisor_appr.docx]

▸ 3. Other Supporting File (complete)

[Home]   [Save and Continue]

10. Confirm directory information, enter GPA, and click 'Save and Continue.'

Section to be completed by Student
APPLICANT INFORMATION:

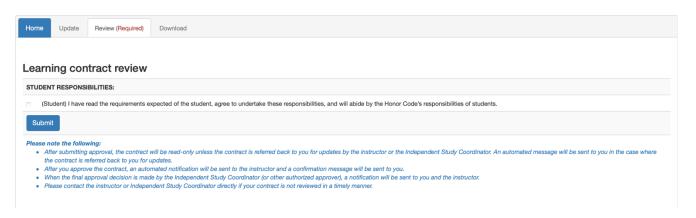|	
Date of Application:	03/12/2018 09:41 AM
Student Applicant's Name:	Jane Doe
PID:	720461597
E-mail:	janedoe@live.unc.edu
Semester Requested:	2189
CUMULATIVE GPA:	3.9
Class:	UGRD SR
Major:	BAMEJO School of Media and Journalism
Second Major:	PWAD2ND Peace War and Defense (Optional)
Phone:	Student Phone (Optional)

[Home]   [Save and Continue]

11. The Approval page has three tabs: Contract, Download, and Review.

    a. Update: 'Edit' links are displayed by each section. Clicking 'Edit' allows you to edit
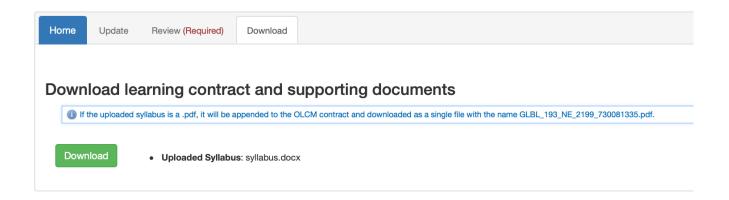
information in the associated contract section.

b. Review: Once student approval is submitted, a message will be sent to the associated faculty member to indicate that the contract is ready for instructor review.

c. Download: This section allows you to download all documents associated with the contract. To save a copy of these documents, click 'Download.'

Download learning contract and supporting documents

ⓘ If the uploaded syllabus is a .pdf, it will be appended to the OLCM contract and downloaded as a single file with the name GLBL_193_NE_2199_730081335.pdf.

Download   • **Uploaded Syllabus**: syllabus.docx

12. After submitting approval, click <u>Logout</u> in the top right corner.

Logout

Please note the following:

- After submitting approval, the contract will be read-only unless the contract is referred back to you for updates by the instructor or the Independent Study Coordinator. An automated message will be sent to you in the case where the contract is referred back to you for updates.

- After you approve the contract, an automated notification will be sent to the instructor and a confirmation message will be sent to you.

- When the final approval decision is made by the Independent Study Coordinator (or other authorized approver), a notification will be sent to you and the instructor.

- Please contact the instructor or the Independent Study Coordinator directly if your contract is not reviewed in a timely manner.

If you have questions, or would like to request help using the application, please send an email to help-appsdev@unc.edu.