



***The mission of Western State College Extended Studies is to increase Western's educational opportunities for life-long learning.***

**Dear Boulder Outdoor Survival School (BOSS) Student:**

Welcome to the BOSS program. Enclosed are an information sheet and various forms that must be followed carefully in order for you to receive Western State College credit in Recreation and Outdoor Education 397 (ROE 397) for the BOSS course in which you are enrolling. You must be accepted for a specific BOSS course *before* submitting these forms to Western State College. Payment for the *course* is made directly to BOSS; payment for *credit* is made to Western State College. Enrollment for credit through Western State College must be completed prior to beginning the BOSS course. Attached is a list of the learning objectives, which need to be addressed in your final written analysis of the course.

One official transcript will be sent to you after Western State College has evaluated your learning objectives paper, instructor evaluations, and your grade has been processed by the Registrar's Office. If you need additional transcripts, contact the Registrar's Office at Western State College. You may obtain a Transcript Request Form at [http://www.western.edu/reg/tran\\_request.html](http://www.western.edu/reg/tran_request.html). Your signature must be on the request as well as your name, Social Security number, date attended, mother's maiden name if applicable, and the name and address of the person who will receive the transcript. Transcripts are \$4.00 each.

- \_\_\_\_\_ A. Information Sheet: This gives information about registration, tuition, grading/incompletes, evaluations, and Western State College.
- \_\_\_\_\_ B. Registration Form: Return this form and correct payment to our office. Please indicate on the form the name of the course, the dates you will be attending, and the course location(s) so that we may register you in the appropriate school term. If you are using an AmeriCorps voucher, you must submit it to Western prior to the beginning of your course. The cost of credits and the BOSS course can be applied to the voucher.
- \_\_\_\_\_ C. Disclosure, Disclaimer, and Waiver Form: Complete this form and return it with the registration and payment.
- \_\_\_\_\_ D. Learning Objectives: Within three weeks of the completion of your course, write your paper which addresses the five learning objectives and mail it to the Extended Studies office.
- \_\_\_\_\_ E. Instructor(s) Evaluation of Your Performance: Give a copy of the Instructor Evaluation Form to your BOSS instructor(s) when you arrive at the course. Remind the instructor(s) to complete the form and mail it to Western State College Extended Studies at the completion of the course. If you are on a multi-environment course and/or have several different head instructors, be sure to give an evaluation form to each of them. Instructor(s) evaluations will be the basis for 70% of your grade. **Note: This form must be returned by the instructor(s), not the student.**

Sincerely,

Layne Nelson  
Director of Extended Studies

**Extended Studies, Taylor 303, Western State College, Gunnison, CO 81231  
970-943-2885 (phone) 970-943-7068 (fax) [extendedstudies@western.edu](mailto:extendedstudies@western.edu) (e-mail)**

**BOSS Course**  
**A. Information Sheet**

The college will award credit to the student for successful completion of the objectives, a satisfactory final written analysis of the course, and full payment of tuition (\$125.00 per credit hour). Credit can be received on the following basis:

71+ day course - 8 to 12 credits	19-24 day course - 3 to 5 credits
51-70 day course - 6 to 10 credits	15-18 day course - 3 credits
31-50 day course - 5 to 8 credits	9-14 day course - 2 credits
25-30 day course - 4 to 6 credits	5 -8 day course - 1 credit

**Evaluation is based on ---**

- \* the student's completion of the course.
- \* the student's written analysis of the entire experience based on the learning objectives.
- \* the student's fulfillment of the learning objectives as evaluated by the BOSS instructor(s).

**Grading/Incompletes ---**

Students are graded on a A,B,C,D,F grade. At the discretion of the instructor of record at Western State College, a student who is unable to complete a course for reasons beyond the student's control (e.g. illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the coursework at an acceptable level at the time of the request for an "Incomplete." The student and the instructor of record must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. If the work has not been completed and the instructor of record has not removed the incomplete grade and recorded a grade on the student's permanent record within that time period, the "IN" will revert to an F.

If a student is sent home by BOSS due to behavior or disciplinary issues, Western State College reserves the right to process a failing grade based on the student's dismissal and failure to complete the course. Student does not receive a refund.

**Registration can be completed by ---**

Completing B. Registration Form, C. Disclosure, Disclaimer and Waiver Form, and submitting tuition of \$125.00 per semester credit hour (payable to Western State College), which must be received by Western before you begin your BOSS course. Eligible high school students may apply for credit.

**Western would also like to invite you to ---**

consider a baccalaureate degree through our college. Western State College of Colorado is a four-year liberal arts and sciences college located in Gunnison, Colorado. Western's mission is to provide exemplary undergraduate education. Located in an alpine valley 7,735 feet above sea level, "Gunnison Country" has been called Colorado's most beautiful area. Professors in many disciplines find ways to draw upon the resources provided by the finest natural outdoor laboratory anywhere. For further information, call the Western Admission's Office at 1-800-876-5309.

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**BOSS Course**  
**B. Registration Form**

Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Course Location(s): \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
last first middle

Mailing address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone numbers \_\_\_\_\_  
Local Permanent

E-mail address \_\_\_\_\_ Home Work  
Fax number \_\_\_\_\_

Sex: M ( ) F ( ) U.S. Citizen: Yes ( ) No ( ) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Ethnicity: Caucasian ( ) Hispanic ( ) American Indian ( ) Asian-Pacific ( ) Black ( ) Other \_\_\_\_\_ Withheld ( )  
Do you have a baccalaureate degree? Yes ( ) No ( ) Term/Year last attended Western \_\_\_\_/\_\_\_\_  
Reasonable accommodations are available for persons with disabilities. Check for information \_\_\_\_\_

**Refund/Cancellation Policy:** Withdrawal must be processed through Western State College Extended Studies. Non-attendance does NOT constitute withdrawal. Full refunds will be processed if the course is canceled. A refund, less a \$50 cancellation fee, will be processed if you notify Extended Studies 48 hours prior to the course. No refunds will be allowed after the course begins. Returned checks are assessed a \$17 service charge.

**Selective Service Information:** Males who are 18 years of age or older, born after 1960, and who are not permanent residents of the Trust Territory of the Pacific Islands or the Northern Mariana Islands MUST be registered with the Selective Service to comply with Colorado law and to register for credit classes. Individuals not in compliance are subject to penalty of law and to withholding of transcripts. NO GI BILL OR FINANCIAL AID IS AVAILABLE FOR THIS PROGRAM.

**Amount Due:** \_\_\_\_\_ (Number of credit hours x \$125.00)

**Method of Payment:** (Full payment in U.S. dollars is required **with registration**.)

\_\_\_\_ I have an AmeriCorps Voucher in the amount of \$\_\_\_\_\_ to cover the cost of WSC credits and BOSS tuition.

**SHOW PROOF OF YOUR AMERICORPS VOUCHER AT THE TIME OF REGISTRATION. SUBMIT YOUR VOUCHER ONLINE AT [http://www.americorps.gov/for\\_individuals/alumni/myamericorps.asp](http://www.americorps.gov/for_individuals/alumni/myamericorps.asp).**

**You must enroll in college credit through Western State College to use an AmeriCorps voucher. Your tuition to WSC will be deducted first from the voucher. The balance will be used for the course fees. No refunds available for AmeriCorps vouchers.**

\_\_\_\_ Cash \_\_\_\_ Check or Money Order payable to Western State College

\_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover Card Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name on card \_\_\_\_\_

Card# \_\_\_\_\_

I declare that the information provided is true and complete, that I wish to enroll for credit, and that the credit card information (if used) is correct and may be used to charge the card.

Signature: \_\_\_\_\_

For Office Use Only: ROE 397 CRN #: \_\_\_\_\_ Term/Year: \_\_\_\_/\_\_\_\_ Instructor: \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipt # \_\_\_\_\_

**BOSS Course**  
**C. Disclosure, Disclaimer and Waiver Form**

ROE 397: BOSS Course

BOSS Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Location(s) \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
last first middle

**I (WE) UNDERSTAND AND AGREE** that participation in this BOSS course (the “Activity”) with Extended Studies and Western State College of Colorado is dangerous and involves risk and that I am (we are) cognizant of the risks and dangers inherent with such a course. Injuries could include, but are not limited to, sprains, contusions, fractures, paralysis and even death. I (We) also understand that I am (we are) not required to participate in this Activity, but that such participation is optional.

**AS LAWFUL CONSIDERATION** for being permitted by Extended Studies and Western State College of Colorado to participate in the referenced Activity, I (we) do hereby **RELEASE FROM ANY LEGAL LIABILITY, AGREE NOT TO SUE, CLAIM AGAINST, ATTACH THE PROPERTY OF OR PROSECUTE, AND FURTHER AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS** Extended Studies and Western State College of Colorado, and all of their officers, directors, members, organizations, agents and employees of any injury or death caused by or resulting from my participation in the Activity described above, **WHETHER OR NOT SUCH INJURY OR DEATH WAS CAUSED BY THEIR NEGLIGENCE OR FROM ANY OTHER CAUSE.**

**THIS IS A RELEASE OF LIABILITY. IF UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS ALSO REQUIRED.**

This Agreement, made in the State of Colorado, County of Gunnison, shall in all respects be governed in accordance with the laws of the State of Colorado. Any action brought by either party to enforce any of the terms or conditions of this Agreement shall be brought only in such county. Each party consents to the jurisdiction and venue of the appropriate Court in such county.

**IN WITNESS WHEREOF**, I (we) have hereunto set our hand on the dates indicated the last such date governing the effective date of said Agreement.

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Parent (if participant is under 18 years of age) Date

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## **BOSS Course**

### **D. Learning Objectives/Written Paper**

Within three weeks of completing the course, you must submit a paper which addresses the objectives listed below. To help you in this process, it is recommended that you keep a detailed journal during your course, which tracks your thoughts and experiences in each of the objectives. It should solidify in your mind what happened, help you analyze the pieces involved, and help you transfer or apply this information to your life. In the paper, please briefly describe the course you were enrolled in and then address each objective under its own subheading. Explain how your experiences on your BOSS course affected your growth in each area. You are encouraged to support your opinions using properly documented references (APA format). This could include leadership, teaching, or environmental books. Your paper should not be a copy of your journal or simply a documentation of what happened every day of your course. Rather focus on what you were learning using course experience as the backdrop. Describe what you were thinking about and the concepts you formed or accepted. Explain how you might apply this new knowledge to your current life. You can include some pictures, poems, graphs, etc. to help you communicate.

Your paper must be typed and double-spaced with a cover page, followed by a running heading and page number on each page of the text. Correct grammar and spelling is expected. Use 12 point Times New Roman font. The length and depth of your paper should be somewhat related to the number of credits you are requesting. It usually results in approximately two pages per credit. Your paper will be evaluated on the following basis: 20% for proper format and clarity in your writing and 80% for content.

The college will award credit after you have successfully completed your BOSS course based on your field instructor's evaluation, your satisfactory written analysis of the course, and after full payment of tuition has been received. Your final paper and instructor evaluations are **due into this office within three weeks** after the completion of your BOSS course. A short grace period will be given upon request and then a **grade of F will be recorded** if your paper is not received in this office within five weeks from the completion of your course. Please contact this office if you have questions or legitimate concerns with this policy.

**Please e-mail your paper to [extendedstudies@western.edu](mailto:extendedstudies@western.edu).**

#### **OBJECTIVE #1: PRIMITIVE SKILL PROFICIENCY**

I will learn to proficiently perform the techniques of primitive outdoor skills by carefully following the procedures and practices of the course. By the end of the course, I will have an understanding of my abilities and limitations in respect to performing these skills. These skills include, but are not limited to: shelter construction, friction fires, cordage, discoid knives, and traps.

#### **OBJECTIVE #2: INCREASED SELF-CONFIDENCE AND THE AWARENESS OF ONESELF AND ONE'S SURROUNDINGS**

I will seek to increase my self-confidence through skill acquisition and positive interactions with course instructors and course mates. I will also strive to come to a greater awareness of myself and my interaction with the natural world and its other inhabitants.

#### **OBJECTIVE #3: ENHANCED INTERPERSONAL SKILLS**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in different situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others. I will show positive regard for others on the course and will actively communicate. I will work on self-expression, listening, and feedback techniques.

#### **OBJECTIVE #4: INCREASED APPRECIATION AND UNDERSTANDING OF OUR ENVIRONMENT**

I will seek a greater appreciation and understanding of our environment as I travel and live in various outdoor settings. Throughout the course, I will display conscientious and consistent regard for safe and environmentally sound practices of outdoor living.

#### **OBJECTIVE #5: SELF GROWTH AND SERVICE**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in difficult situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others.

**BOSS Course  
E. Instructor's Evaluation of Student Form**

**Note: This form must be returned by the instructor(s).**

**Student Information:**

BOSS Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Course Location(s): \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
last first middle

**Instructor Information:**

Name \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
last first middle

Mailing address \_\_\_\_\_

City, State & Zip \_\_\_\_\_  
Local Permanent

Phone Numbers \_\_\_\_\_  
Home Work e-mail

**BOSS Instructor(s):** Please complete the following evaluation or you may use the standard BOSS evaluation form; however, whichever form you use, please include an overall grade for the student. Your evaluation will be the basis for 70% of the student's grade.

**Purpose:** The purpose of this evaluation is to provide the student and the faculty sponsor with accurate and constructive comments on the student's performance. Personal feedback and review with the student is expected. Please briefly comment on the student's strengths and weaknesses in each area. The numeral system is based on the following values:

1	2	3	4	5	NA
Exceptional	Very Good	Competent	Development Needed	Did not meet objective	The opportunity to act on this did not arise

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**Instructor's Evaluation of Student Form**

**OBJECTIVE #1: PRIMITIVE SKILL PROFICIENCY**

I will learn to proficiently perform the techniques of primitive outdoor skills by carefully following the procedures and practices of the course. By the end of the course, I will have an understanding of my abilities and limitations in respect to performing these skills. These skills include, but are not limited to: shelter construction, friction fires, cordage, discoid knives, and traps.

INSTRUCTOR'S ASSESSMENT (Please circle):    1        2        3        4        5        NA

COMMENTS:

**OBJECTIVE #2: INCREASED SELF-CONFIDENCE AND THE AWARENESS OF ONESELF AND ONE'S SURROUNDINGS**

I will seek to increase my self-confidence through skill acquisition and positive interactions with course instructors and course mates. I will also strive to come to a greater awareness of myself and my interaction with the natural world and its other inhabitants.

INSTRUCTOR'S ASSESSMENT (Please circle):    1        2        3        4        5        NA

COMMENTS:

**OBJECTIVE #3: ENHANCED INTERPERSONAL SKILLS**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in different situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others. I will show positive regard for others on the course and will actively communicate. I will work on self-expression, listening, and feedback techniques.

INSTRUCTOR'S ASSESSMENT (Please circle):    1        2        3        4        5        NA

COMMENTS:

**Instructor's Evaluation of Student Form**

**OBJECTIVE #4: INCREASED APPRECIATION AND UNDERSTANDING OF OUR ENVIRONMENT**

I will seek a greater appreciation and understanding of our environment as I travel and live in various outdoor settings. Throughout the course, I will display conscientious and consistent regard for safe and environmentally sound practices of outdoor living.

INSTRUCTOR'S ASSESSMENT (Please circle):    1        2        3        4        5        NA

COMMENTS:

**OBJECTIVE #5: SELF GROWTH AND SERVICE**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in difficult situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others.

INSTRUCTOR'S ASSESSMENT (Please circle):    1        2        3        4        5        NA

COMMENTS:

Overall, how would you assess this student?

1	2	3	4	5
Exceptional	Very Good	Competent	Development needed	Did not meet objective

General Comments:

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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BOSS Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Western State College, Extended Studies, Taylor 303, Gunnison, CO 81231  
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