



Dear Cottonwood Institute Student:

Welcome to the Cottonwood Institute 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 297 (ROE 297) for the Cottonwood Institute course in which you are enrolling. You must be accepted for a specific Cottonwood Institute course *before* submitting these forms to Western State College. Payment for the *course* is made directly to Cottonwood Institute; payment for *credit* is made to Western State College. Enrollment for credit through Western State College must be completed prior to beginning the Cottonwood Institute 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. 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 and the dates you will be attending so that we may register you in the appropriate school term.
- _____ 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 Layne Nelson, extendedstudies@western.edu
- _____ E. Instructor(s) Evaluation of Your Performance: Give a copy of the Instructor Evaluation Form to your Cottonwood Institute 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 or e-mail it at the completion of the course along with the evaluations that have been completed. **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) 970-943-2212 (fax)
extendedstudies@western.edu (e-mail)**

COTTONWOOD INSTITUTE COURSE

A. Information Sheet

6 credits can be received for the curriculum (\$125 per credit hour).

Stone Age Survival Project	1 credit	ROE 297
San Miguel River Project	1 credit	ROE 297
Wildland Firefighter Project	1 credit	ROE 297
Endangered Wolves and Animal Tracking	1 credit	ROE 297
Community Adventure Program	3 credits	ROE 297

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 Cottonwood Institute 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 Cottonwood Institute 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 per semester credit hour (payable to Western State College), which must be received by Western before you begin your Cottonwood Institute 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.

COTTONWOOD INSTITUTE COURSE

B. Registration Form

Enroll me in the following courses for college credit:

Table with 3 columns: Course Name, Dates, Credits, and ROE 297. Rows include Stone Age Survival Project, San Miguel River Project, Wildland Firefighter Project, Endangered Wolves and Animal Tracking, and Community Adventure Program.

Name Last First Middle Social Security # / /

Mailing address

City, State & Zip

Phone numbers Home Work

E-mail address 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 /

Refund/Cancellation Policy: Withdrawal must be processed through Western State College Extended Studies. Non-attendance does NOT constitute withdrawal. No refunds available for AmeriCorps vouchers. 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.

Amount Due: (\$125 per credit)

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 Cottonwood tuition.

YOU MUST SHOW PROOF OF YOUR AMERICORPS VOUCHER AT THE TIME OF REGISTRATION.

SUBMIT YOUR VOUCHER ONLINE AT http://www.americorps.org/for_individuals/online/index.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: CRN #: Term/Year:

Processed by Date / / Receipt #

**COTTONWOOD INSTITUTE COURSE
C. Disclosure, Disclaimer and Waiver Form**

Cottonwood Institute School Course

Cottonwood Institute Course(s)

Dates: _____

Name _____ Social Security # _____/_____/_____
last first middle

I (WE) UNDERSTAND AND AGREE that participation in this Cottonwood Institute 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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extendedstudies@western.edu (e-mail)**

COTTONWOOD INSTITUTE COURSE

D. Learning Objectives/Written Paper

Within three weeks of completing your Cottonwood Institute Experience, you must e-mail your paper to extendedstudies@western.edu. Your paper must address the five objectives listed.

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, address each objective under its own subheading. Explain how your experiences on your Cottonwood Institute course affected your growth in each area. In a final section, summarize your feelings and recommendations about the Cottonwood Institute experience and how you might now be living your life differently. You are encouraged to support your opinions using properly documented references (APA format). 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 experiences.

Your paper must be typed and double-spaced. Correct grammar and spelling is expected. Careless errors will distract from your presentation. Use 12 point Times New Roman font. Please keep in mind that this paper should document a learning experience. The paper should be a minimum of 3 pages in length for each course. Your paper will be evaluated on the following basis: 20% for proper format and clarity in your writing and 80% for content, including adequate and honest coverage assessing your fulfillment of the learning objectives listed below.

Western State College will award credit after you have successfully completed your Cottonwood Institute 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 within three weeks** after the completion of your Cottonwood Institute course. A short grace period will be given 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.

OBJECTIVE #1: LEADERSHIP AND TEACHING SKILLS

I will improve my judgment by analyzing situations during the course, studying actions and results. I will show initiative and take responsibility for assisting others whenever possible. I will contribute to the problem solving and decision making process. I will develop effective presentation skills. I set higher expectations for myself than for others, showed appreciation for the contributions of others, and pursued what I believed to be right in the face of discomfort, hardship, impulses of the moment, mockery, or boredom.

OBJECTIVE #2: TECHNICAL SKILLS

I will learn the techniques of safely doing either/or snow, land or water based adventure outdoor activities by 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 safely pursuing the activities practiced.

OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING

I will show positive regard and respect for others on the course and will actively communicate to enable team building. This will assist the group in becoming cohesive and will enable it to function as a team. I will work on self expression, listening, and feedback techniques. I have learned to appreciate and utilize the strengths of people who are different from me. I am aware of the strengths and weaknesses of my own personality preferences. I do not avoid conflict but deal with it in a timely and constructive manner.

OBJECTIVE #4: ENVIRONMENTAL PRACTICES AND SAFETY AWARENESS

I will practice LNT (leave no trace) camping skills to establish good safety, environmental, and hygienic standards by following the guidelines of the course. This will include: camping, cooking, and navigating. Throughout the course, I will display conscientious and consistent regard for safe and environmental practices in outdoor living. I will carefully assess risks and manage them effectively.

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.

COTTONWOOD INSTITUTE COURSE

E. Instructor's Evaluation of Student Form

Introduction: This form must be returned by the instructor(s) within 3 weeks of completion of the course. It can be mailed to the address below or the information can be e-mailed to extendedstudies@western.edu. Attach and mail signed official copies of all of the evaluations done by the instructor.

Description: This evaluation is used to assess the attitude, Expeditionary Behavior, participation, wilderness skill, leadership skills, and level of civic engagement and community involvement of participants. The instructor will highlight areas of improvement and may recommend opportunities for additional training. A copy of this form will be kept in the program or course file and another copy will be given to each participant being evaluated.

Participant Name	Cottonwood Institute Course Name and Course Code	Course Dates
Instructor Name	Instructor Address, City, State, Zip	Instructor Phone/E-mail

Please rate each participant's performance using the following scale: 5 = Excellent, 4 = Above Average, 3 = Average, 2 = Below Average, 1 = Poor, N/A

Attitude:

Overall attitude	5	4	3	2	1	N/A
Positive mental attitude	5	4	3	2	1	N/A
Enthusiasm	5	4	3	2	1	N/A
Classroom attitude	5	4	3	2	1	N/A
Field trip attitude	5	4	3	2	1	N/A
Overnight camping trip attitude	5	4	3	2	1	N/A
Action Project/Ecological service project attitude	5	4	3	2	1	N/A

Expedition Behavior:

Overall Expedition Behavior	5	4	3	2	1	N/A
Ability to be on time	5	4	3	2	1	N/A
Ability to take care of personal needs	5	4	3	2	1	N/A
Ability to be tolerant, considerate, and respectful of others	5	4	3	2	1	N/A
Ability to manage conflict	5	4	3	2	1	N/A
Ability to maintain personal hygiene	5	4	3	2	1	N/A

Participation:

Overall participation	5	4	3	2	1	N/A
Socratic seminar/Fireside discussion participation	5	4	3	2	1	N/A
Classroom participation	5	4	3	2	1	N/A
Field trip participation	5	4	3	2	1	N/A
Weekend overnight camping trip participation	5	4	3	2	1	N/A
Wilderness skill/activity participation	5	4	3	2	1	N/A
Action Project/Ecological service project participation	5	4	3	2	1	N/A

Wilderness Skills:

Overall course specific skills	5	4	3	2	1	N/A
Nature awareness	5	4	3	2	1	N/A
Poncho shelters	5	4	3	2	1	N/A
Minimum impact camping ethic	5	4	3	2	1	N/A
Outdoor cooking	5	4	3	2	1	N/A
Nutrition and rations planning	5	4	3	2	1	N/A
Food hanging	5	4	3	2	1	N/A
Knife safety	5	4	3	2	1	N/A
Survival priorities	5	4	3	2	1	N/A

