



Dear Outward Bound Student:

Welcome to the Outward Bound program. Enclosed are an information sheet and various forms that must be followed carefully in order for you to receive Western State College credit (ROE 397) for the Outward Bound course in which you are enrolling. You must be accepted for a specific Outward Bound course *before* submitting these forms to Western State College. Payment for the *course* is made directly to Outward Bound; payment for *credit* is made to Western State College. Enrollment for credit through Western State College must be completed prior to beginning the Outward Bound 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 e-mail it to Erica Boucher, extendedstudies@western.edu.
- _____ E. Instructor(s) Evaluation of Your Performance: Give a copy of the Instructor Evaluation Form to your Outward Bound instructor(s) when you arrive at the course. Remind the Instructor(s) to complete the confidential form and mail it to Western State College Extended Studies or e-mail it 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. **Note: This form must be returned by the instructor(s), not the student.**

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

**Outward Bound Course
A. Information Sheet**

Credit can be received on the following basis (\$125 per credit hour) ---
Note: Credit hours can be adjusted for other course lengths.

70+ day course -3 to 12 credits	19-24 day course -3 to 5 credits
51-69 day course - 3 to 10 credits	15-18 day course -3 credits
31-50 day course - 3 to 8 credits	9- 14 day course -2 credits
25-30 day course -3 to 6 credits	5 - 8 day course -1 credit

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.

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. (40% of grade)
- * the student's fulfillment of the learning objectives as evaluated by the Outward Bound instructor(s). (60% of grade)

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 Outward Bound 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 Outward Bound 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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**Outward Bound Course
B. Registration Form**

Outward Bound School _____

Course Title: _____ Number: _____ Section: _____

Dates: _____ Number of days in course: _____ Number of ROE credits desired: _____

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

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 bachelor's 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.

If the student is sent home by Outward Bound 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.

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 BENEFITS OR FINANCIAL AID ARE AVAILABLE FOR THIS PROGRAM.**

Amount Due: _____ (Number of credit hours x \$125)

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

____ **I have an AmeriCorps Voucher in the amount of \$** _____

Use the Balance of my AmeriCorps Voucher to pay my Outward Bound course fees __yes__ __no__

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.

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 if you checked "yes" above. 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: _____

Processed by _____ Date _____ / _____ / _____ Receipt # _____

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**Outward Bound Course
C. Disclosure, Disclaimer and Waiver Form**

ROE 397: Outward Bound School Course

Outward Bound Course Title: _____ Number: _____ Section: _____

Dates: _____ Number of days in course: _____ Number of credits desired: _____

Name _____ Social Security # _____/_____/_____
Last First Middle

I (WE) UNDERSTAND AND AGREE that participation in this Outward Bound 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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Outward Bound Course
D. Learning Objectives/Written Paper

Within three weeks of completing the course, you must e-mail your paper to extendedstudies@western.edu. Your paper must contain an overview of your course and address the five 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. This paper is not meant to be a meaningless administrative requirement. Rather, it should help you get the most from your field experiences. 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 Outward Bound 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 and articles. 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 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. Careless errors will distract from your presentation and will affect your grade. Use 12 point Times New Roman font and one inch margins. Please keep in mind that this paper should document a learning experience that is equivalent to the credits requested. For example, how much learning and work are required of someone in a three credit class during a full college semester? How much would be required if they were taking a full load of 12 credits for this semester? Please write your paper with that in mind. The length, usually results in approximately two pages per credit, and depth of your paper should be somewhat related to the number of credits you are requesting. 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.

Western State College will award credit, as well as a final grade, after you have successfully completed your Outward Bound 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 Outward Bound course. **You must e-mail your paper to extendedstudies@western.edu. After emailing your paper, continue to check your e-mail as a reply confirming the arrival of your paper will be sent within 72 hours. If you do not receive that confirmation, resend your paper.** If we have not received your paper four weeks after the course we will make one last attempt to contact you. Sending a late paper will result in a lower grade. If no paper is received five weeks after completion of your course, a grade of unsatisfactory, "F", will be recorded. Please contact this office if you have questions or legitimate concerns with this policy.

OBJECTIVE #1: LEADERSHIP AND TEACHING SKILLS

Outward Bound (OB) typically gives many opportunities for students to develop their leadership and teaching skills. Describe how different leadership styles impacted you and your course. Discuss how your leadership skills improved. How did your "leader of the day" go? What did you do well, what do you need to improve on? What feedback did you receive from the group? How will you use this outside of Outward Bound?

Teaching is also a big part of OB courses. What impressed you about the teaching you observed and experienced? What did you teach? What did you learn from that experience?

Outward Bound Course
D. Learning Objectives/Written Paper - continued

OBJECTIVE #2: TECHNICAL SKILLS

Discuss the specific skills and techniques learned on each component of the course. You were exposed to skills necessary for traveling in the backcountry, wilderness areas, on water and in areas such as climbing. Which do you feel you are competent enough to travel on your own or with a group without a hired guide?

Safety is always emphasized in OB. Assessing risk and deciding which risk to take is different for groups and for individuals. Give an example of a risk that wasn't taken or was modified in order to keep your group safe. How will you determine which risks you will take in your life after OB? How has your judgment changed as a result of this OB experience?

OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING

Good communication is essential for a successful OB course. Describe your group's attempt to communicate well and become a team. How did the instructors impact that process? What activities helped you learn to communicate better? Give at least three examples of times when your group communicated well and how that impacted the group. Describe at least two times communication was poor and how that affected your group.

When your group became a smoothly working team how did that feel? If you didn't reach that level, and reflecting back on your experience, how could you have changed that? What have you learned about good communication that you can now use in groups outside of OB?

OBJECTIVE #4: ENVIRONMENTAL PRACTICES AND SAFETY AWARENESS

Each environment you experienced called for particular techniques in order to preserve that ecosystem. Describe what LNT practices you learned for each environment. If they were different, why? You are now at home or at least in a different environment. How will you show respect for the earth and the resources you are using in your daily life?

Students who took courses which interacted with another culture must also write about that experience. Describe the key characteristics of that culture and how those were different than yours. Discuss how that influenced your experience and your world view. Reflect on and write about your role in the world.

Service is a component of most courses. Indicate whether you did service projects and what they were. Is service important? Why? What did your group gain by involving yourselves for the benefit of others? How will this become part of your lifestyle?

OBJECTIVE #5: SELF GROWTH AND SERVICE

You have spent a week to a semester immersing yourself in the world of OB. Outward Bound's mission, as stated in their literature, is to inspire character development and self-discovery; to achieve more than you ever thought possible; to show compassion and to actively engage in creating a better world. Does your growth reflect that mission? Describe areas of growth that you experienced. What are you most pleased with yourself? For those loved ones to whom you have returned, what would they say is most wonderful about the new you? If you have not allowed them to see a new you, why not?

Outward Bound Course

E. Instructor's Evaluation of Student Form - Confidential

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.

Student Information:

Outward Bound Course Title: _____ Number: _____ Section: _____

Dates: _____ Number of days in course: _____

Name _____
Last First Middle

Instructor Information:

Name _____
Last First Middle

Mailing address _____

City, State & Zip _____

Phone Number _____ E-mail _____

Outward Bound Instructor(s): Please complete the following evaluation or you may use the standard Outward Bound evaluation form; however, whichever form you use, please include an overall grade for the student. Your evaluation will be the basis for 60% 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

E. Instructor's Evaluation of Student Form - continued

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 will work on organizing my thoughts, using my resources, minimizing distractions, and maximizing motivation. 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.

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

COMMENTS:

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.

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

COMMENTS:

E. Instructor's Evaluation of Student Form - continued

OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING

I will show positive regard and respect for others on the course and 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.

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

COMMENTS:

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, 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.

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

COMMENTS:

E. Instructor's Evaluation of Student Form - continued

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:

Outward Bound Instructor's Signature _____ Date _____

Outward Bound Instructor's Signature _____ Date _____

Outward Bound Instructor's Signature _____ Date _____

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