



**COURSE CREDIT REGISTRATION PACKET**  
**Jack Mountain Bushcraft School**  
**Academic Year 2017-2018**

**Before contacting our office with questions, read through this entire packet and review all policies carefully.**

Welcome to the Jack Mountain Bushcraft School program. Western State Colorado University and Jack Mountain Bushcraft School have partnered to offer college credit to Jack Mountain students. The credit is awarded by the Recreation and Outdoor Education department (ROE) upon successful completion of the Jack Mountain course and Western's assignments as outlined in this packet. Western Extended Studies Office administers the registration and enrollment process. Enclosed is information that must be followed carefully in order for you to receive Western credit for the Jack Mountain Bushcraft School course in which you have enrolled. You must be accepted for a specific Jack Mountain course *before* submitting registration forms to Western Extended Studies.

**SECTION A REGISTRATION POLICIES.** This gives information about registration, tuition, grading, incompletes, cancellations, course transfers, evaluations, and transcripts.

**SECTION B STUDENT INFORMATION AND CREDIT REGISTRATION (p.3)** List the name of the course and the dates you will be attending so that we may register you in the appropriate school term. Be sure and select your credit package. Incomplete registration forms will not be processed. Registrations are processed in the order they are received. If received less than two weeks before the course start date, processing is not guaranteed.

**EMERGENCY CONTACT INFORMATION AND PAYMENT (p. 4-5)** Payment for credit in full is due **no later than two weeks before the first day of your course**. Registration requests with the addition of processing AmeriCorps or 529 plan educational funding for Jack Mountain tuition and fees must be submitted **no later than 30 days before the student's Jack Mountain payment due deadline**. If AmeriCorps or 529 plan processing requests are received outside of this deadline, student should be prepared to pay Jack Mountain Bushcraft School their balance due up front. 529/AmeriCorps reimbursement arrangements available on a case-by-case basis.

**SECTION C DISCLOSURE, DISCLAIMER, WAIVER, AND ACADEMIC POLICIES.** Complete Section C, sign and return it to our office along with Sections A and B.

**SECTION D AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION.** Under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Western may not disclose or discuss academic records, progress, or content, including payment issues, to parents or any other person without written permission of the student. Review Section D, and if you consent, complete, sign, and send with your registration. This applies to minors, as well, or any individual who is enrolled for college credit at Western.

**SECTION E LEARNING OBJECTIVES/WRITTEN ASSIGNMENTS/EVALUATIONS:** Within three weeks of the completion of your course, complete your written assignment. Email your completed assignment to Extended Studies at [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) by your assignment due deadline. With your consent, your Jack Mountain Bushcraft School instructor will send a copy of your instructor evaluation to the Extended Studies office after your course ends. Your instructor evaluation is a part of your grade and is required for us to submit with your written assignment to faculty for your final grade. Be sure to initial your consent on Section C for your evaluation release. **Please note that this form must be sent directly to our office by the instructor(s), not the student.**

## SECTION A. REGISTRATION POLICIES

Students who are 15 years or older are eligible to earn college credit through Western for Jack Mountain courses. The tuition charge is \$125.00 per credit. Credit earned for Jack Mountain Bushcraft School courses is Special Topics credit from the Recreation and Outdoor Education Department (ROE) at Western State Colorado University under the course prefix ROE 397. The specific assignment and due dates are sent directly by email to the student along with their registration confirmation.

### **Credit award is based on three components:**

- The student's completion of the course.
- The student's written assignment of the entire experience based on Western's learning objectives.
- The student's fulfillment of the learning objectives as evaluated by the Jack Mountain instructor (s).

**Grading:** Jack Mountain Bushcraft students are graded on an A, B, C, D, F basis. The Jack Mountain Instructor Evaluation is 60% of the grade and the written assignment(s) due to Western is 40% of the grade. The written assignment will not be accepted by faculty without the Jack Mountain Instructor Evaluation.

**Incompletes (IN), Withdrawals (W), and Drops:** Once a student has departed for a course, they are considered enrolled. Enrolled students who are unable to complete a course for reasons beyond the student's control (e.g. illness/injury) should notify Western Extended Studies in writing within a week of departure from a course and send documentation of the situation. Extended Studies will verify student status and date of departure with the Jack Mountain office. For a grade of Incomplete (IN) to be recorded, the student must have attended 50% or more of the course. The student and the Instructor of Record must agree upon a plan for the completion of their assignment within a time period not to exceed one month from original course date end. If the work is not completed, the IN will revert to a Technical Fail (TF). For a Withdrawal (W) on the permanent transcript or a complete credit drop processed, the percentage of course attended will be calculated by Extended Studies to find which range is allowed according to the Registrar's policies. Failure to notify Extended Studies of departure during the course date range will result in an automatic Technical Fail (TF) on the student's permanent transcript. There is no refund of credit cost for an Incomplete, Withdrawal or Drop once a student is enrolled.

**Suspension:** If a student is sent home by Outward Bound due to behavior or disciplinary issues, Western reserves the right to process a TF based on the student's dismissal and failure to complete the course. Student does not receive a refund.

**Cancellations and Course Transfers:** Students must notify Extended Studies a minimum of two business days before course begins of any credit registration cancellation, credit registration changes, Jack Mountain course cancellation, or Jack Mountain course transfer. ***Non-attendance does NOT constitute cancellation through Western.*** Registration and assignments may not be changed once student is on course. At no time may credit registration changes take place after course has ended. ***In the event of a course transfer, it is the student's responsibility to notify the Extended Studies Office directly and submit new registration forms for the new course.*** Failure to update credit registration for a new Jack Mountain Bushcraft School course will result in a TF in the original course and no credit will be issued for the new course. AmeriCorps funding may only be transferred for a new course within the same term. A \$50.00 processing fee will be assessed for cancels, transfers and credit changes.

**Grades and Transcripts:** Once a grade is available, the Extended Studies Office will notify the student by email. Transcripts may be ordered at [www.getmytranscript.com](http://www.getmytranscript.com) for a nominal fee.

**Credit Transfer to Other Schools:** Students wishing to transfer Western State Colorado University credit to other institutions should contact their own Registrar's Office with their questions. Transfer or substitution of credit into other institutions is not the decision of Western's Registrar to make. General catalog descriptions are available upon request.

**SECTION B. STUDENT INFORMATION AND CREDIT REGISTRATION**

*For Office Use Only*

This is a college credit registration. List student information ONLY here. Parent information may be completed on p.4. A direct student email address is required to process forms. (\*Required information; Social Security # is required if this includes an AmeriCorps or 529 funds processing request.)

Student ID:  
Term:  
Tuition:  
Payment Type:  
Registered:

Last Name\*: \_\_\_\_\_ First Name\*: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth\* (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #\* \_\_\_\_-\_\_\_\_-\_\_\_\_

Mailing Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Student Phone\*: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Student Email Address\*: \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_ U.S. Citizen: Y \_\_\_ N \_\_\_ Do you have a bachelor's degree? Y \_\_\_ N \_\_\_  
Ethnicity: Caucasian/White \_\_\_ Hispanic \_\_\_ American Indian \_\_\_ Black \_\_\_ Asian Pacific \_\_\_ Other \_\_\_ Decline to Answer \_\_\_  
Are you a degree-seeking student at Western State Colorado University?\* Y \_\_\_ N \_\_\_ If yes, please list ID \_\_\_\_\_

**JACK MOUNTAIN BUSHCRAFT SCHOOL COURSE INFORMATION**

COURSE TITLE\*: \_\_\_\_\_

COURSE DATES\*: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ NUMBER OF DAYS\*: \_\_\_\_\_

NUMBER OF CREDITS\*: \_\_\_\_ DOES THIS COURSE INCLUDE INTERNATIONAL TRAVEL?\* Y \_\_\_ N \_\_\_

SELECT YOUR COURSE	OFFICE USE ONLY	DAYS OF COURSE	COST
<i>Immersion Program</i>			
( ) Yearlong Wilderness Bushcraft Immersion Program – 3 courses			
( ) Wilderness Bushcraft Semester, 10 credits		63	\$1,250
( ) Boreal Snowshoe Expedition, 2 credits		12	\$250
( ) Wilderness Canoe Expedition Semester, 6 credits		28	\$750
<b>TOTAL FOR YEARLONG PROGRAM</b>		<b>103</b>	<b>\$2,250</b>
<i>Single Course Registration</i>			
( ) Wilderness Bushcraft Semester, 10 credits			
( ) Fall Program		63	\$1,250
( ) Spring Program		63	\$1,250
( ) Boreal Snowshoe Expedition, 2 credits		12	\$250
( ) Wilderness Canoe Expedition Semester, 6 credits		28	\$750
( ) Summer Woodsman, 1 credit		6	\$125
( ) Winter Woodsman, 1 credit		6	\$125
( ) Riverman/Canoe Expedition Skills Course, 1 credit		6	\$125
<b>GRAND TOTAL</b>			

## PARENT OR LEGAL GUARDIAN EMERGENCY CONTACT INFORMATION

Parent or legal guardian permission to access student account information for college students is not allowed by FERPA regulations without express student permission. **To grant this permission, Section D of this packet must be completed, signed and returned from the student.** If permission is not received, our office may communicate only with the student concerning enrollment, assignments, grades and payment information, including 529 processing. The emergency information listed here is not considered the release form.

**Name (s):** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **Other Phone:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **Email:** \_\_\_\_\_

### PAYMENT INSTRUCTIONS (Select all that apply)

**Method of Payment\*\*\*:** **Credit Card\*\*** \_\_\_\_ **Check or M/O\*** \_\_\_\_ **AmeriCorps Voucher** \_\_\_\_ **529 Plan** \_\_\_\_

*Please note: There is no financial aid available through Western for this program. If you are using personal funding, full payment for credit in U.S. dollars (\$125.00 per credit) is required once you receive your registration confirmation.*

I am not using AmeriCorps or 529 Plan funding and am paying for my credit cost only. I am registering for \_\_\_\_ credits at a cost of \$125.00 per credit. My balance due is \$ \_\_\_\_\_.

\*Make personal checks payable to **Western State Colorado University** and send by mail with your registration to our office.

\*\*If you selected credit card as your payment method, you may pay **FOR YOUR CREDITS ONLY** through the Cashier's Office **AFTER** receiving your registration confirmation by email from [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). The Cashier's Office may be reached by calling 970.943.3003 during their office hours 9:00am – 4:00pm (MST), Monday-Friday.

### REGISTRATION AND PAYMENT DEADLINES

**REGISTRATIONS WITH 529 PLAN AND AMERICORPS EDUCATIONAL FUND PROCESSING REQUESTS:** All registrations with requests to process 529 or AmeriCorps education funding must be received no later than 30 days before the Jack Mountain tuition payment deadline. Registrations with funding requests take 5-10 business days to process. **Please note that all mismatched 529 Plan or AmeriCorps funding will delay payment processing to Jack Mountain Bushcraft School and is not guaranteed to be processed in a timely manner. If you are unsure of your total due, AFTER receiving your registration confirmation, please contact Dana Miller at [dmiller@western.edu](mailto:dmiller@western.edu).**

**529 Plans:** AFTER you have received your registration confirmation, email [dmiller@western.edu](mailto:dmiller@western.edu) to confirm your balance due and an invoice will be returned to you. Payment arrangement using 529 plan educational funding takes place AFTER you have received your registration confirmation by email from [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). DO NOT arrange with your financial institution to send a 529 payment to Western State Colorado University until AFTER you have received a registration confirmation and you have confirmed your exact amount due for course cost and credit with Dana M. Miller, Assistant Director of Extended Studies. If you are planning to pay for your Jack Mountain course fee and Western credit in one payment with a credit card, this is only possible if you are using previously withdrawn 529 funding. DO NOT call the Cashier's Office until you have requested this arrangement by notifying Dana Miller with an email to [dmiller@western.edu](mailto:dmiller@western.edu) of your intention so this billing may be set up in your account. This arrangement takes several business days to complete. You will receive notice by email confirming when your account is ready to receive payment.

**AmeriCorps Vouchers:** If you send incorrect or multiple AmeriCorps vouchers you will be asked to cancel the incorrect voucher(s) and resubmit a voucher in the correct amount before Western will certify and process payment to Jack Mountain Bushcraft School.

**CREDIT ONLY REGISTRATIONS:** Credit only registrations must be received no later than two weeks before the Jack Mountain course start date. Credit only registrations received less than two weeks before the course start date are not guaranteed to be processed. Extended Studies Outdoor Programs may deny any late registrations at its discretion. Incomplete registrations are subject to immediate denial if received after the two week deadline.

I have read, understand, and agree to the above Registration Deadline Information. Please initial here: \_\_\_\_\_

### AMERICORPS VOUCHER PAYMENT

To use your AmeriCorps voucher to pay for your course, follow these steps to authorize a voucher to Western:

- A. Calculate how much you need to submit. This will equal your invoice due to Jack Mountain plus your credit cost due to Western. **Western will certify one voucher for your course. Make sure your total is correct before transmitting funds.**

Jack Mountain Invoice	
Western Credit Cost (\$125 per credit)	
<b>GRAND TOTAL for AmeriCorps voucher*</b>	

- B. Log in to your AmeriCorps account at [my.americorps.gov](http://my.americorps.gov) no later than 30 days before your course payment is due and submit an educational voucher to Western State Colorado University in the amount that you calculated above.
- C. Check that your voucher is currently active and it will not expire before the first day of your course, (If your voucher is set to expire soon, there will be an expiration date noted in your AmeriCorps account.) **Western will not certify a voucher that will expire before your course begins.** Also check that your funds are available. If you have recently completed your service, please be aware that it could take up to a month before your funds are available to send to Western. **Western will not guarantee funding to Jack Mountain for you until your funds are available and a voucher is submitted. Please be prepared to pay Jack Mountain up front if your funds are not available by 30 days before your Jack Mountain payment deadline.**

I have submitted my AmeriCorps voucher online to Western in the amount of \$\_\_\_\_\_. This amount covers my Western credit cost plus my Jack Mountain course fees. After certifying my funds, I understand that Western State Colorado University will deduct the cost of Western credit and send the balance to Jack Mountain. Any outstanding amount due to Jack Mountain is my responsibility. Western college credit registration is required for me to use AmeriCorps funds. Western does not process funding for other institutions.

**\*Do NOT submit more than this total. You will be asked to cancel and redo incorrect voucher submissions. If you are planning on using some of your funding for expense reimbursement, this is a separate process that takes place after your course ends. Please email [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) to request an AmeriCorps expense reimbursement packet.**

### 529 PLAN PAYMENT

To use 529 educational savings funds to pay for your course, you must **FIRST** receive your credit registration confirmation. This confirmation will contain your student ID, which authorizes Western State Colorado University to receive funding on your behalf. Next, you must determine your fund's requirements for processing payment requests. Please obtain this information from your plan **before** contacting our office to confirm your amount due. Follow these steps for 529 payment:

- A. Calculate how much to send to Western. This will equal your invoice due to Jack Mountain plus your credit cost due to Western State Colorado University. **You must confirm your Grand Total amount with our office before initiating payment.**

Jack Mountain Invoice	
Western Credit Cost (\$125 per credit)	
<b>Grand Total for 529 payment</b>	

- B. Contact your 529 plan to find out your plan's procedure. Fully complete this 529 information section below:
  - a. Does my fund need a student ID before processing payment? Y\_\_\_\_ N \_\_\_\_
  - b. Does my fund need an invoice from Western State Colorado University in order to process a withdrawal? Y \_\_\_\_ N \_\_\_\_.
  - c. How does my fund send payment? Directly to me \_\_\_\_ By check to Western \_\_\_\_ By wire to Western \_\_\_\_
  - d. Do you plan on first withdrawing your funds and paying Western the Jack Mountain tuition in addition to Western credit by credit card? Y\_\_\_\_ N\_\_\_\_ (Note: Credit card course fee option processed by Western is only available for previously withdrawn 529 funds. If you are being reimbursed by your plan, you must pay Western and Jack Mountain separately and request an invoice.)
- C. If your plan needs an invoice from Western to release funds, contact Dana Miller at [dmmiller@western.edu](mailto:dmmiller@western.edu) **AFTER** you have received your registration confirmation to confirm your exact 529 payment amount.
- D. Please have 529 plan check payments made out to: **Western State Colorado University** and include your name and Western Student ID# as identification for the payment. Mail to Extended Studies, Taylor 303, 600 N Adams St, Gunnison, CO 81231

After receiving my payment, I understand that Western State Colorado University will deduct the cost of Western credit and send the balance to Jack Mountain. Any outstanding amount due to Jack Mountain is my responsibility. Western college credit registration is required in order for me to use 529 funds. Western does not process funding for any other institution.

## SECTION C. DISCLOSURE, DISCLAIMER, WAIVER AND ACADEMIC POLICIES

### PAPER AND EVALUATION DEADLINE

I understand that if I don't fulfill the credit requirements as outlined in this packet and return my written assignment to the Extended Studies Office by the due deadline of three weeks from the last day of my course, I will receive a Technical Fail (TF) as a grade on my permanent transcript.\* **Please initial here your acknowledgement of this deadline:** \_\_\_\_\_

I understand that if I fail to notify the Extended Studies Office directly of any course cancellation, course transfer or withdrawal from a course in progress, I will receive an automatic TF on my transcript for the original course I registered for. **Please initial here your acknowledgement:** \_\_\_\_\_

As a percentage of my grade, my Jack Mountain instructor will send a copy of my instructor evaluation to Western at the conclusion of my course. I provide consent for the release of my instructor evaluation to Western.  
**Please initial here to confirm your consent:** \_\_\_\_\_

**\*EXTENSIONS:** Assignment deadline extensions for a maximum one week period of time are only granted for confirmed extenuating circumstances. An extension request must be submitted in writing to the Extended Studies Office and be accompanied by documentation of the reason for the request, such as a doctor's note.

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**Selective Service Information:** Males who are 18 years of age or older, born after 1960, 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 withholding of transcripts.

**I (WE) UNDERSTAND AND AGREE** that participation in this JACK MOUNTAIN BUSHCRAFT SCHOOL course (the "Activity") with Continuing Education and Western State Colorado University 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 Continuing Education and Western State Colorado University 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 Continuing Education and Western State Colorado University, 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 LEGAL 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.

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Signature of Student

Date

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Signature of Parent (if student is under 18 years of age)

Date

### Mailing address and contact information:

Western State Colorado University  
Extended Studies, Taylor 303  
600 N Adams St  
Gunnison, CO 81231

Phone: 970.943.2885  
Fax: 970.943.7068  
Email: [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu)  
Web: [western.edu/outdoorprograms](http://western.edu/outdoorprograms)

## SECTION D. AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION

Under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Western State Colorado University is permitted to disclose any *directory information* to anyone who requests it. Currently, directory information includes the following: student's name, Western enrollment status (e.g., full/part-time, undergraduate/graduate, grade level), dates of attendance at Western, degrees/honors/awards received at Western, local/campus address, home or off-campus address, local/cell phone number, Western email address and student's email address provided on their admission application, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and most previous educational agency or institution attended by the student. Western State Colorado University is not permitted to disclose any *non-directory* information to anyone without a legitimate educational interest or without written permission from you, the student.

By signing below, I waive my rights under FERPA and authorize that the faculty, administrators, and staff of Western State Colorado University have my permission to access non-directory information including my academic records and discuss my academic progress with my parents/guardians and/or other designated person listed below. This includes all academically-related content issues, including, but not limited to: class attendance, class participation, and academic records (i.e., grades, transcripts, and schedule).

I consent to the disclosure of any personally identifiable information from my educational records to my parent(s)/guardian(s), for reasons determined by Western State Colorado University as appropriate.

*This waiver form is valid for the period of my admission to Western State Colorado University through my graduation from the University unless otherwise revoked. This form must be signed and returned to the Extended Studies Office.*

Student Last Name (please print)	Student First Name	MI	Stu #
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Student Signature	Date
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**IMPORTANT!! COMPLETE THIS SECTION BELOW. Parent/Guardian Information (If parents/guardians live at the same address, please list both in the first column)**

Name(s)	Name(s)
Address	Address
City, State, Zip	City, State, Zip
Telephone	Telephone
Email	Email

## SECTION E. JACK MOUNTAIN LEARNING OBJECTIVES AND WRITTEN ASSIGNMENT

Within three weeks of completing your course, you must email your written assignment based on the five Learning Objectives listed below to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). Your paper length should be 2 pages per credit and follow the Assignment Format described below. Your instructor evaluation is also due within three weeks of the end date of your course. When both are received, they will be forwarded together to our Recreation and Outdoor Education (ROE) faculty for grading. Your grade will be calculated based on 60% instructor evaluation and 40% written assignment content. Please note that even if a Jack Mountain instructor evaluation is received, if your written assignment is not turned in, a Technical Failure (TF) will be recorded on your permanent transcript from Western State Colorado University.

### 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.

### 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.

**STUDENT RESPONSIBILITY:** Please keep in mind that in order to earn a grade and your requested credit(s), you will need to complete the written assignment and turn it in to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) no later than three weeks from the last day of your course. If your assignment is not turned in three weeks from the last day of your course, you will receive a TF (Technical Failure) on your permanent transcript. There is no refund of credit cost.

**ASSIGNMENT DUE DATE:** Keeping track of your assignment due date is your responsibility as a college student. As a courtesy reminder, Extended Studies will send your assignment due date **one time** in a registration confirmation email before your course begins. **Please mark your assignment due date on your calendar, as you will not receive reminder emails regarding your required assignment.** If you do not receive a registration confirmation email containing your assignment due date prior to the start date of your course, make sure you contact our office directly. If you submitted a late registration, your registration confirmation may not come before the beginning of your course. This due date is your responsibility to obtain and keep track of.

**CONTENT INSTRUCTIONS:** It is recommended that you keep a detailed journal during your course which tracks your thoughts and experiences in each of the objectives. The purpose of these assignments are for you to get the most from your expedition experiences. They should solidify in your mind the course events, help you analyze the pieces involved, and transfer lessons to your life. Within your self-evaluation/reflection, please briefly describe the course you were enrolled in and then address each objective under its own subheading. Explain how the experiences on your Jack Mountain Bushcraft School course affected your growth in each area. In a final section, summarize your feelings and recommendations about the Jack Mountain experience and how you've applied the lessons to your life after your course.



**ASSIGNMENT FORMAT:** Written assignments must be typed, double-spaced and include a cover page that states your name, using a running header and page number on each page of the text. Correct grammar and spelling is expected. Use 12-point Times New Roman font and APA style for citations. Send them as Microsoft Word attachments, .pdf attachments or by postal mail (no Google docs, zipped files or Dropbox type services will be accepted). Written assignments are 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.

**LATE ASSIGNMENTS:** For each day (including weekends) that your paper or assignment is late, 1% will be deducted from your final grade. For example, if your paper would have earned 100%, but you turned it in 25 days late, you will earn a 75%.

**ACCEPTABLE WAYS TO SUBMIT YOUR ASSIGNMENT(S):** Assignments may be sent to the Extended Studies Office in three different ways. Carefully review these acceptable ways and required format for assignment submission:

1) Electronic Format: Written assignments may be by email ONLY as Microsoft Word .doc, .docx or as .pdf attachments. The documents may NOT be pass-coded. Unacceptable formats include Google docs, Dropbox, or any other cloud-based or file-sharing application. If an assignment is sent to our email in any format other than Microsoft Word or .pdf attachment, it will be marked as late after the due date for each day it is not returned to us in the correct format.

2) You may send your assignment(s) by fax to 970.943.7068. Make sure your name and program are on the cover sheet.

3) You may send your assignment(s) by mail to: Extended Studies, Taylor 303, 600 N Adams St, Gunnison, CO, 81231. As long as your envelope is post-marked with your due date, it will not be considered late.

## Extended Studies Outdoor Programs Instructor Evaluation

**Student Information**

**Name:**

**Course Name:**

**Instructor Information**

**Name:**

**Email:**

**Phone Number: (970) 640-5890**

**Address:**

1	2	3	4	5	N/A
Exceptional	Very Good	Competent	Development Needed	Did Not Meet Objective	Opportunity To Act On This Did Not Arise

**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 (CIRCLE ONE):    1 2 3 4 5 N/A**

**COMMENTS:**

**OBJECTIVE #2: TECHNICAL SKILLS**

I will learn the techniques of safely doing either snow, land, and/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 (CIRCLE ONE):    1 2 3 4 5 N/A**

**COMMENTS:**

**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 (CIRCLE ONE):**    1 2 3 4 5 N/A

**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, 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 (CIRCLE ONE):**    1 2 3 4 5 N/A

**COMMENTS:**

**OBJECTIVE #5: SELF GROWTH**

I will keep an open mind to different philosophies, ideas, and 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 (CIRCLE ONE):**    1 2 3 4 5 N/A

**COMMENTS:**

**INSTRUCTOR'S OVERALL ASSESSMENT (CIRCLE ONE):**    1 2 3 4 5 N/A

**COMMENTS:**

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Western State Colorado University, Extended Studies Taylor Hall 303, 600 N. Adams St., Gunnison, CO 81231  
Phone: 970.943.2885, Fax: 970.943.7068, Email: outdoorprograms@western.edu

Dear Student,

Thank you for your interest in earning credit for your Jack Mountain Bushcraft School course through Western State Colorado University. Western would like to invite you to consider a baccalaureate or master degree. Western State Colorado University is a four-year liberal arts and sciences university located in Gunnison, Colorado. Western's mission is to provide exemplary undergraduate and graduate 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. Excellent academic programs are available in Recreation and Outdoor Education (ROE), Biology, Environmental Studies, including a Master of Environmental Management (MEM) program, along with many other degree options. For further information, and to schedule a campus visit, go to [western.edu](http://western.edu), email [admissions@western.edu](mailto:admissions@western.edu), or call Western Admission's Office at 800.876.5309. For graduate program information, visit [western.edu/graduate](http://western.edu/graduate) or email [graduatestudies@western.edu](mailto:graduatestudies@western.edu).

If you have any questions about your Jack Mountain Bushcraft School registration through Extended Studies, the quickest way for us to get an answer to you is through email. Please email a detailed message of your question or concern to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). Our response time for email is generally within two to three business days.

We trust your Jack Mountain Bushcraft School experience will be an enriching and wonderful time!

Warm regards,

Dana M. Miller, Assistant Director of Extended Studies  
CC: Erica Boucher, Director of Extended Studies

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#### **Outdoor Programs Contact Information**

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