Dear NOLS Student:

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

Transcript requests can be made online at https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp. Transcripts are $6.00 each.

___ A. Information Sheet: This gives information about registration, tuition, grading/incompletes, evaluations, and Western State Colorado University.

___ 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 Extended Studies at extendedstudies@western.edu.

___ E. Instructor(s) Evaluation of Your Performance: Give a copy of the Instructor Evaluation Form to your NOLS instructor(s) when you arrive at the course. Remind the Instructor(s) to complete the form and mail it to Western State Colorado University 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 confidential form must be returned by the instructor(s), not the student.

Extended Studies, 303 Taylor Hall, Western State Colorado University, Gunnison, CO 81231
970-943-2885 (phone) 970-943-7068 (fax)
extendedstudies@western.edu
NOLS Course
A. Information Sheet

Credit can be received on the following basis ($55 per credit hour*)
*Western State Colorado University students should contact Extended Studies for registration and fee information

Note: Credit hours can be adjusted for other course lengths.

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>Credits Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>71+ day course</td>
<td>3 to 12 credits</td>
</tr>
<tr>
<td>51-70 day course</td>
<td>3 to 10 credits</td>
</tr>
<tr>
<td>31-50 day course</td>
<td>3 to 8 credits</td>
</tr>
<tr>
<td>25-30 day course</td>
<td>3 to 6 credits</td>
</tr>
<tr>
<td>19-24 day course</td>
<td>3 to 5 credits</td>
</tr>
<tr>
<td>15-18 day course</td>
<td>3 credits</td>
</tr>
<tr>
<td>9-14 day course</td>
<td>2 credits</td>
</tr>
<tr>
<td>5-8 day course</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

WEMT Course – 9 credits

Western 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.
* the student's fulfillment of the learning objectives as evaluated by the NOLS instructor(s).

Grading/Incompletes ---

Students are graded on a A,B,C,D,F basis. At the discretion of the instructor of record at Western State Colorado University, 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 NOLS due to behavior or disciplinary issues, Western State Colorado University 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, D. NOLS/Western State Colorado University Contract for Credit, and submitting tuition of $55 per semester credit hour (payable to Western State Colorado University), which must be received by Western before you begin your NOLS course. Eligible high school students may apply for credit.

Western would also like to invite you to ---

consider a baccalaureate degree through our university. 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 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 ROE (Recreation and Outdoor Education), Environmental Studies, and Biology, along with many other degree options. For further information, call the Western Admission's Office at 1-800-876-5309.

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extendedstudies@western.edu
B. NOLS Course Registration Form

Course Title: ________________________  Number: _______  Section: _____________

Dates: _________________  Number of days in course: _________  Number of credits desired: ________

Name _____________________________  Social Security # _______/_______/_______

Mailing address _______________________________________________________________

City, State & Zip ______________________________________________________________

Phone numbers ______________________________________________________________

E-mail address ______________________________________________________________

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 (  )

Name of University/High School currently attending: ______________________________________________________________

Refund/Cancellation Policy: Withdrawal must be processed through Western State Colorado University Extended Studies. Non-attendance does NOT constitute withdrawal. No refunds for AmeriCorps vouchers at any time. Full refunds will be processed if the course is cancelled. 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, 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 ARE AVAILABLE FOR THIS PROGRAM.

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

___ Cash

___ AmeriCorps Voucher

___ Check or Money Order payable to Western State Colorado University

___ 529 Fund

___ I have submitted my AmeriCorps Voucher online to Western in the amount of $_________. This amount covers the cost of WSCU credits and my course fee. (Any outstanding balance due to NOLS is your responsibility.) 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 Colorado University to use an AmeriCorps voucher. Your tuition to WSCU will be deducted first from the voucher. The balance will be used for course fees. No refunds available for AmeriCorps vouchers.

When does your AmeriCorps Award expire __/__/____

___ Visa  ___ MasterCard  ___ Discover Card

Name on card ______________________________________________________________

Card# ____________________________  Expiration Date ______/_______

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: ___________________________________________________________________

___ I have submitted my 529 fund to WSCU in the amount of $_________. This amount covers the cost of WSCU credits and my course fee. You must enroll in college credit through Western State Colorado University to use 529 funds.

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NOLS Course

C. Disclosure, Disclaimer and Waiver Form

ROE 397  NOLS Course

NOLS 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 NOLS 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 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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Within three weeks of completing the course, you must e-mail your paper to extendedstudies@western.edu which addresses 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 NOLS course affected your growth in each area. In a final section, summarize your feelings and recommendations about the NOLS experience and how you might now be living your life differently. 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. 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 that is equivalent to the credits requested. Please write your paper with that in mind. The length and depth of your paper should be related to the number of credits you are requesting, approximately 2 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, including adequate and honest coverage assessing your fulfillment of the learning objectives.

The university will award credit after you have successfully completed your NOLS 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 NOLS course. You must e-mail your paper to extendedstudies@western.edu. 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 four 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 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 safety for 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.

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.
NOLS 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:

NOLS Course Title: ___________________________ Number: _____ Section: ___________

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

Name __________________________________________ Social Security # ___/___/____

                               last     first     middle

Instructor Information:

Name __________________________________________ Social Security # ___/___/____

                               last     first     middle

Mailing address __________________________________________

City, State & Zip __________________________________________

Phone Numbers __________________________________________

                             Home     Work

NOLS Instructor(s): Please complete the following evaluation or you may use the standard NOLS evaluation form; however, whichever form you use, please include an overall grade for the student. Your evaluation will be the basis for 50% 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:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exceptional</td>
</tr>
<tr>
<td>2</td>
<td>Very Good</td>
</tr>
<tr>
<td>3</td>
<td>Competent</td>
</tr>
<tr>
<td>4</td>
<td>Development Needed</td>
</tr>
<tr>
<td>5</td>
<td>Did not meet objective</td>
</tr>
<tr>
<td>NA</td>
<td>The opportunity to act on this did not arise</td>
</tr>
</tbody>
</table>

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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 safety for 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 (Please circle): 1 2 3 4 5 NA

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 (Please circle): 1 2 3 4 5 NA

COMMENTS:
E. Instructor's Evaluation of Student Form - continued

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

General Comments:

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________

Student's Signature

Date

NOLS Instructor's Signature

Date

Western State Colorado University Instructor of Record’s Signature

Date

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