



COURSE CREDIT REGISTRATION PACKET OUTWARD BOUND

Welcome to the Outward Bound program. Western State Colorado University (DBA Western Colorado University) and Outward Bound have partnered to offer college credit to Outward Bound students. The credit is awarded by the Recreation and Outdoor Education department (ROE) upon successful completion of the Outward Bound course and Western's assignments as outlined in this packet. Western Extended Studies Office administers the registration, enrollment and payment process. Enclosed is information that must be followed carefully in order for you to receive Western credit for the course in which you have enrolled. You must be accepted for a specific Outward Bound course *before* submitting registration forms to Western Extended Studies. Once your forms are completed and signed, make legible scans and email them to outdoorprograms@western.edu.

SECTION A 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 30 days 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 tuition and fees must be submitted no later than 30 days before the student's OUTWARD BOUND payment due deadline. If AmeriCorps or 529 plan processing requests are received outside of this deadline, student should be prepared to pay OUTWARD BOUND up front. 529/AmeriCorps refund arrangements are available on a case-by-case basis.

SECTION B CANCELLATION, TRANSFER, AND COURSE DISMISAL POLICIES (p. 6)

Complete Section B, sign and/or initial where required. Return it to our office along with Sections A and C.

SECTION C DISCLOSURE, DISCLAIMER, WAIVER, AND ACADEMIC POLICIES. (p.7)

Complete Section C, sign and/or initial where required. Return it to our office along with Sections A and B.

SECTION D AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION. (p.8)

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: (p. 11)

Within 15 business days of the completion of your course, complete your assignment that corresponds with your credit registration package. This assignment, along with your due date, will be emailed to you with your registration confirmation. Email your completed assignment to Extended Studies at outdoorprograms@western.edu by your due date. With your consent, your OUTWARD BOUND instructor will send a copy of your OUTWARD BOUND evaluation to our 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.

REGISTRATION POLICIES

Credit award is based on three components:

- Student must be at least in 9th grade or age equivalent.
 - School verification is required for students who are currently enrolled in high school (9th – 12th grade).
- The student's completion of the course.
- The student's written assignment that corresponds with the credit package.
- The student's fulfillment of the learning objectives as evaluated by the OUTWARD BOUND instructor(s).

Grading: Outward Bound students are graded on an A, B, C, D, F basis. The Outward Bound 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 Outward Bound Instructor Evaluation.

Cancellations, Transfers, Terminations:

- The student must notify Extended Studies in writing 10 days prior to the course start date of any credit registration cancellation, credit registration changes, Outward Bound course cancellation, or Outward Bound course transfer.
 - If a student notify' s Extended Studies of a course cancellation, credit change, or transfer 10 days or less of the course start date no refunds will be issued and the student is subject to a \$50 fee.
 - Emergency situations are determined on a case by case basis. The student must notify Extended Studies in writing within 14 days of the emergency incident.
- If a student is terminated from a course there will be no refund issued and the student will receive a Technical Fail (TF) on their transcripts.
- If Outward Bound cancels a course there will be a \$30 administrative fee.

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 for a nominal fee.

Credit Transfer to Other Schools: Students wishing to transfer Western 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 A. STUDENT INFORMATION AND CREDIT REGISTRATION

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 necessary if this includes an AmeriCorps or 529 funds processing request.)

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 Colorado University?* Y ___ N ___ If yes, list ID _____

OUTWARD BOUND COURSE INFORMATION

COURSE TITLE*: _____
 COURSE DATES*: FROM ____/____/____ TO ____/____/____ NUMBER OF DAYS*: _____
 NUMBER OF CREDITS*: ____ DOES THIS COURSE INCLUDE INTERNATIONAL TRAVEL?* Y ___ N ___

SELECT YOUR CREDIT PACKAGE*	OFFICE USE ONLY	DAYS OF COURSE	COST
Short Course Credit Packages			
() ONE Credit: OUTD 397 Special Topics		5-8 days	\$165
() TWO Credits: OUTD 397 Special Topics		9-14 days	\$330
Standard Course Credit Packages			
() THREE Credits: OUTD 189 Principles of Outdoor Recreation		15-24 days	\$495
() SIX Credits: OUTD 189 Principles of Outdoor Recreation OUTD 283 Leadership and Facilitation		25-50 days	\$990
() NINE Credits: OUTD 189, 283 and ONE of the following (please select)*: () OUTD 293 Outdoor Pursuits Education – Water Based () OUTD 295 Outdoor Pursuits Education – Snow Based () OUTD 296 Outdoor Pursuits Education – Land Based		51-70 days	\$1,485
<i>*If no selection is made, you will be automatically registered in OUTD 296 - Land</i>			
Additional Special Topics Credits (1-9 available)			
() I am registering for the NINE Credit Package and wish to register for ____ OUTD 397 Special Topics credits at the cost of \$165 per credit.		71-80+ days	# x \$165
		Grand Total:	

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 (\$165.00 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 \$165.00 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 payment due invoice by email from 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.**

***For payment using an AmeriCorps voucher or 529 Plan, read the information below and complete the appropriate section on p. 5.

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 Outward Bound 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 Outward Bound and is not guaranteed to be processed in a timely manner.**

529 Plans: Western will issue an invoice that will include your total amount due and a student ID. Please do not initiate funds until you receive an invoice.

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 Outward Bound.

CREDIT ONLY REGISTRATIONS: Credit only registrations must be received no later than two weeks before the Outward Bound 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.

Payment must be completed 10 days prior to your course start date. If payment is not completed 10 days prior to your course start date you may be subject to being dropped from your credits and assessed the full charge.

Only payments received by Western will be recorded on 1098-T's

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 Outward Bound plus your credit cost due to Western. **Western will only certify one voucher for your course. Make sure your total is correct before transmitting funds.**

Outward Bound Invoice	
Western Credit Cost (\$165 per credit)	
GRAND TOTAL for AmeriCorps voucher*	

- A. Log in to your AmeriCorps account at 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. If you are unsure of the total amount Western will send you an invoice after you submit this registration packet.
- B. **AmeriCorps expiration date: ___/___/___ 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 Outward Bound for you until your funds are available and a voucher is submitted.**

I have submitted my AmeriCorps voucher online to Western in the amount of \$_____. This amount covers my Western credit cost plus my Outward Bound course fees. After certifying my funds, I understand that Western Colorado University will deduct the cost of Western credit and send the balance to Outward Bound. Any outstanding amount due to Outward Bound 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 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 invoice. This invoice will contain your student ID, which authorizes Western 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 Outward Bound plus your credit cost due to Western State Colorado University. **You must confirm your Grand Total amount with our office before initiating payment.**

Outward Bound Invoice	
Western Credit Cost (\$165 per credit)	
Grand Total for 529 payment	

- 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 Outward Bound 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.)
- C. Please have 529 plan check payments made out to: **Western Colorado University** and include your name and Western Student ID# as identification for the payment. Mail to Extended Studies, Taylor 303, 1 Western Way, Gunnison, CO 81231

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

SECTION B. CANCELLATION, TRANSFER, AND COURSE DISMISSAL POLICIES

- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any credit registration cancellation I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any Outward Bound course cancellation I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any Outward Bound course transfer I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if Outward Bound cancels a course I will be subject to a \$30 administrative fee.
- I understand that once my course begins I cannot change my registration.
- I understand that if I contact Extended Studies after my course begins about credit registration changes, course transfer, or course cancellation I will receive a Technical Fail on my transcripts and will not be refunded.
- I understand that if I do not submit payment for my credits 10 days before my course begins I will be dropped from my credits but will still be charged the full price.
- I understand that I must notify Extended Studies immediately when transferring courses. If transferring to a course in the same semester I must fill out another Section A and submit it to Extended Studies. If transferring to a course in a different semester I must complete a new Credit Registration packet and submit it to Extended Studies. I understand that I may be subject to a \$50 transfer fee.
- I understand that if I am terminated from a course there will be no refund issued and I will receive a Technical Fail (TF) on my transcript.
- I understand that emergency situations are determined on a case by case basis. I must notify Extended Studies in writing within 14 days of the emergency incident.

I have read, understand, and agree to the above cancellation, transfer, and course dismissal policy. Please initial here: _____

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 Outward Bound instructor will send a copy of my Outward Bound Evaluation to Western at the conclusion of my course. I provide consent for the release of my 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 before the original coursework due date and be accompanied by documentation of the reason for the request, such as a doctor's note.

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 OUTWARD BOUND 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.

Signature of Student _____ Date _____

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

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
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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)

Parent/Guardian Name(s)	Parent/Guardian Name(s)
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Address	Address
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City, State, Zip	City, State, Zip
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Telephone	Telephone
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Email	Email
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SECTION E. OUTWARD BOUND LEARNING OBJECTIVES AND WRITTEN ASSIGNMENT

Based on length of course, students have choices to register in as little as 3 credits or as many as 9 credits to earn course credit. Additional special topics (OUTD 397) credits based on learning experiences gained on course may be added, as well. Each category of credits has a corresponding assignment. A single term registration may not exceed 18 credits.. A specific assignment with a due date will also be sent to the student directly by email one time along with their registration confirmation.

STANDARD COURSE CREDIT PACKAGES

3 credits	OUTD 189	Principles of Outdoor Recreation
6 credits	OUTD 189 OUTD 283	Principles of Outdoor Recreation Leadership and Facilitation
9 credits	OUTD 189, 283 and one of the following, depending on mode of transportation OUTD 293 OUTD 295 OUTD 296	Outdoor Pursuits Education – Water Based Outdoor Pursuits Education – Snow Based Outdoor Pursuits Education – Land Based
1-9 credits	OUTD 397	1 – 9 additional Special Topics elective credits may be added, up to 18 total credits per term, depending on course length.

UNDERGRADUATE COURSE DESCRIPTIONS

OUTD 189 Principles of Outdoor Recreation, 3 credits

An exploration of the characteristics of wilderness and back-country environments in terms of potential hazards and human capability for adverse impact on resource lands. The course is designed to create an outdoor education foundation and to enhance the knowledge of and appreciation for the natural environment so that safe, responsible and enjoyable outdoor adventures are possible.

OUTD 283 Leadership and Facilitation, 3 credits

A study of recreation and outdoor education leadership, including leading activities, managerial leadership, and the art of facilitation. Emphasis is placed upon appropriate theories and techniques for varying populations. Co-requisite OUTD 189.

OUTD 293 Outdoor Pursuits Education—Water Based, 3 credits

Water-based outdoor leadership, skill development in areas such as rescue techniques, rafting, and kayaking. Co-requisites: OUTD 189; OUTD 283.

OUTD 295 Outdoor Pursuits Education—Snow Based, 3 credits

Snow-based outdoor leadership, skill development in areas such as rescue techniques, mountaineering, back-country skiing, and winter camping. Co-requisites: OUTD 189; OUTD 283.

OUTD 296 Outdoor Pursuits Education—Land Based, 3 credits

Land-based outdoor leadership and skill development in areas such as rescue techniques, mountaineering, rock climbing, backpacking, and caving. Co-requisites: OUTD 189; OUTD 283; OUTD 320.

OUTD 397 Special Topics, 1-8 credits

Topics include valuable experiences gained on course in areas such as, self-growth, goal setting, intra and interpersonal skills development, leadership development, and transference of skills from the course to life outside the expedition.

Any student desiring to register for more than 9 credits in the Standard Course Credit Package will be registered in OUTD 397 Special Topics.

In accordance with Western Colorado University's Academic Affairs policy, this catalog of courses and credit pricing only applies to non-degree seeking students. Western degree-seeking students should contact their program advisor for approval before registering for any credit course through Extended Studies.

OUTWARD BOUND ASSIGNMENT INSTRUCTIONS

Within 15 business days of completing your course, you must email your self-evaluation/reflection/written assignment that corresponds with your credit registration to outdoorprograms@western.edu. Your assignment will be sent to you by email along with your registration and payment confirmation. Your Instructor Evaluation from Outward Bound is also due within 15 business days. 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 an 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.

STUDENT RESPONSIBILITY: Please keep in mind that in order to earn a grade and your requested credit(s), you will need to complete the self-evaluation/reflection/written assignment and turn it in to outdoorprograms@western.edu no later than 15 business days from the last day of your course. If your assignment is not turned in within 15 business days 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 and payment 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 Outward Bound course affected your growth in each area. In a final section, summarize your feelings and recommendations about the Outward Bound 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, pass-coded files, 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: If your assignment is not submitted by the due date that will be sent to you in a registration and payment confirmation email you will receive an automatic Technical Fail (TF).

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 sent 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, links, 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, 1 Western Way, Gunnison, CO, 81231.



Dear Student,

Thank you for your interest in earning credit for your Outward Bound course through Western Colorado University. Western would like to invite you to consider a baccalaureate or master degree. Western 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, email admissions@western.edu, or call Western Admission's Office at 800.876.5309. For graduate program information, visit western.edu/graduate or email graduatestudies@western.edu.

If you have any questions about your Outward Bound 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. Our response time for email is generally within two to three business days.

We trust your Outward Bound experience will be an enriching and wonderful time!

Warm regards,

Anne Chavez, Program Manager

Outdoor Programs Contact Information

Anne Chavez, Program Manger
970.943.2889
outdoorprograms@western.edu

Deanna Clark, Program Assistant
970.943.2886
outdoorprograms@western.edu

Mailing Address

Western Colorado University
Taylor Hall 303
1 Western Way
Gunnison, CO 81231

970.943.2885