



Dear Outward Bound Student:

Welcome to the Outward Bound program. Enclosed are an information sheet and various forms that must be followed carefully in order for you to receive Western State College credit (RECR 474) for the Outward Bound course in which you are enrolling. You must be accepted for a specific Outward Bound course *before* submitting these forms to Western State College. Payment for the *course* is made directly to Outward Bound; payment for *credit* is made to Western State College. Enrollment for credit through Western State College must be completed prior to beginning the Outward Bound course. Attached is a list of the learning objectives which need to be addressed in your final written analysis of the course.

Transcript requests can be mailed to the Registrar's Office at Western State College or faxed to 970-943-2212. Your signature must be on the request as well as your name, Social Security number, date attended, mother's maiden name if applicable, and the name and address of the person who will receive the transcript. Transcripts are \$4.00 each.

- _____ A. Information Sheet: This gives information about registration, tuition, grading/incompletes, evaluations, and Western State College.
- _____ B. Registration Form: Return this form and correct payment to our office. Please indicate on the form the name of the course and the dates you will be attending so that we may register you in the appropriate school term.
- _____ C. Disclosure, Disclaimer, and Waiver Form: Complete this form and return it with the registration and payment.
- _____ D. Instructor(s) Evaluation of your Performance: Give a copy of the Instructor Evaluation Form to your Outward Bound instructor(s) when you arrive at the course. Remind the Instructor(s) to complete the form and mail it to Western State College Extended Studies or email it at the completion of the course. If you are on a multi-environment course and/or have several different head instructors, be sure to give an evaluation form to each of them. **Note: This form must be returned by the instructor(s), not the student.**
- _____ D. Student Evaluation of Course: Complete the Course Evaluation at the conclusion of your Outward Bound experience and return it with your learning objective paper (G).
- _____ F. Learning Objectives: Within three weeks of the completion of your course, write your paper which addresses the five learning objectives and email it to Rogene McKiernan, a faculty member at Western State College at rmckiernan@western.edu

Sincerely,

Layne Nelson, Director

206 Taylor Hall, Western State College, Gunnison, CO 81231
970-943-2885 (phone) 970-943-7068 (fax)
lnelson@western.edu (e-mail)

Outward Bound Course

A. Information Sheet

Credit can be received on the following basis (\$125 per credit hour) ---

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

| | |
|------------------------------------|----------------------------------|
| 71+ day course -3 to 12 credits | 19-24 day course -3 to 5 credits |
| 51-70 day course - 3 to 10 credits | 15-18 day course -3 credits |
| 31-50 day course - 3 to 8 credits | 9- 14 day course -2 credits |
| 25-30 day course -3 to 6 credits | 5 - 8 day course -1 credit |

The college will award credit to the student for successful completion of the objectives, a satisfactory final written analysis of the course, and full payment of tuition.

Evaluation is based on ---

- * the student's completion of the course.
- * the student's written analysis of the entire experience based on the learning objectives.
- * the student's fulfillment of the learning objectives as evaluated by the Outward Bound instructor(s).

Grading/Incompletes ---

Students are graded on a A,B,C,D,F grade. At the discretion of the instructor of record at Western State College, a student who is unable to complete a course for reasons beyond the student's control (e.g. illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the coursework at an acceptable level at the time of the request for an "Incomplete." The student and the instructor of record must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. If the work has not been completed and the instructor of record has not removed the incomplete grade and recorded a grade on the student's permanent record within that time period, the "IN" will revert to a grade of unsatisfactory.

If a student is sent home by Outward Bound due to behavior or disciplinary issues, Western State College reserves the right to process a failing grade based on the the student's dismissal and failure to complete the course.

Registration can be completed by ---

Completing B. Registration Form, C. Disclosure, Disclaimer and Waiver Form, and submitting tuition of \$125 per semester credit hour (payable to Western State College), which must be received by Western before you begin your Outward Bound course. Eligible high school students may apply for credit.

Western would also like to invite you to ---

consider a baccalaureate degree through our college. Western State College of Colorado is a four-year liberal arts and sciences college located in Gunnison, Colorado. Western's mission is to provide exemplary undergraduate education. Located in an alpine valley 7,735 feet above sea level, "Gunnison Country" has been called Colorado's most beautiful area. Professors in many disciplines find ways to draw upon the resources provided by the finest natural outdoor laboratory anywhere. For further information, call the Western Admission's Office at 1-800-876-5309.

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**Outward Bound Course
B. Registration Form**

Outward Bound School _____

Course Title: _____ Number: _____ Section: _____

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

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

Mailing address _____

City, State & Zip _____

Phone numbers _____

E-mail address _____ Home _____ Work _____
Fax number _____

Sex: M () F () U.S. Citizen: Yes () No () Date of Birth: ____/____/____

Ethnicity: Caucasian () Hispanic () American Indian () Asian-Pacific () Black () Other _____ Withheld ()

Do you have a bachelor's degree? Yes () No () Term/Year last attended Western ____/____

Reasonable accommodations are available for persons with disabilities. Check for information _____

Refund/Cancellation Policy: Withdrawal must be processed through Western State College Extended Studies. Non-attendance does NOT constitute withdrawal. No refunds available for AmeriCorps vouchers. Full refunds will be processed if the course is canceled. A refund, less a \$50 cancellation fee, will be processed if you notify Extended Studies 48 hours prior to the course. No refunds will be allowed after the course begins. Returned checks are assessed a \$17 service charge.

Selective Service Information: Males who are 18 years of age or older, born after 1960, and who are not permanent residents of the Trust Territory of the Pacific Islands or the Northern Mariana Islands MUST be registered with the Selective Service to comply with Colorado law and to register for credit classes. Individuals not in compliance are subject to penalty of law and to withholding of transcripts.

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

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

____ **I have an AmeriCorps Voucher in the amount of \$_____ You must enroll in college credit through Western State College to use an AmeriCorps voucher. No refunds available for AmeriCorps vouchers.**

____ Cash _____ Check or Money Order payable to Western State College

____ Visa _____ MasterCard _____ Discover Card _____ Expiration Date ____/____

Name on card _____

Card# _____

I (we) declare that the information provided is true and complete, that I wish to enroll for credit, and that the credit card information (if used) is correct and may be used to charge the card.

Signature: _____

For Office Use Only: RECR 474 CRN #: _____ Term/Year: _____ Instructor: Rogene McKiernan

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

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

RECR 474: Outward Bound School Course

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

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

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

I (WE) UNDERSTAND AND AGREE that participation in this Outward Bound course (the “Activity”) with Extended Studies and Western State College of Colorado is dangerous and involves risk and that I am (we are) cognizant of the risks and dangers inherent with such a course. Injuries could include, but are not limited to, sprains, contusions, fractures, paralysis and even death. I (We) also understand that I am (we are) not required to participate in this Activity, but that such participation is optional.

AS LAWFUL CONSIDERATION for being permitted by Extended Studies and Western State College of Colorado to participate in the referenced Activity, I (we) do hereby **RELEASE FROM ANY LEGAL LIABILITY, AGREE NOT TO SUE, CLAIM AGAINST, ATTACH THE PROPERTY OF OR PROSECUTE, AND FURTHER AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS** Extended Studies and Western State College of Colorado, and all of their officers, directors, members, organizations, agents and employees of any injury or death caused by or resulting from my participation in the Activity described above, **WHETHER OR NOT SUCH INJURY OR DEATH WAS CAUSED BY THEIR NEGLIGENCE OR FROM ANY OTHER CAUSE.**

THIS IS A RELEASE OF LIABILITY. IF UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS ALSO REQUIRED.

This Agreement, made in the State of Colorado, County of Gunnison, shall in all respects be governed in accordance with the laws of the State of Colorado. Any action brought by either party to enforce any of the terms or conditions of this Agreement shall be brought only in such county. Each party consents to the jurisdiction and venue of the appropriate Court in such county.

IN WITNESS WHEREOF, I (we) have hereunto set our hand on the dates indicated the last such date governing the effective date of said Agreement.

Signature of Participant Date

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

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Outward Bound Course Learning Objectives/Written Paper

Within three weeks of completing the course, you must e mail your paper to Rogene McKiernan, a member of the Western State faculty at rmckiernan@western.edu. Your paper must address the five objectives listed below.

To help you in this process, it is recommended that you keep a detailed journal during your course which tracks your thoughts and experiences in each of the objectives. This paper is not meant to be a meaningless administrative requirement. Rather, it should help you get the most from your field experiences. It should solidify in your mind what happened, help you analyze the pieces involved, and help you transfer or apply this information to your life. In the paper, please briefly describe the course you were enrolled in and then address each objective under its own subheading. Explain how your experiences on your Outward Bound course affected your growth in each area. In a final section, summarize your feelings and recommendations about the Outward Bound 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. For example, how much learning and work are required of someone in a 3 credit class during a full college semester? How much would be required if they were taking a full load of 12 credits for this semester? Please write your paper with that in mind. The length and depth of your paper should be somewhat related to the number of credits you are requesting. It usually results in approximately two to three 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.

Western State College will award credit after you have successfully completed your Outward Bound course based on your field instructor's evaluation, your satisfactory written analysis of the course, and after full payment of tuition has been received. Your final paper and instructor evaluations are **due within three weeks** after the completion of your Outward Bound course. **You must e mail your paper to rmckiernan@western.edu.** A short grace period will be given by Rogene McKiernan and then a **grade of "F" will be recorded** if your paper is not received in this office within five weeks from the completion of your course. Please contact this office if you have questions or legitimate concerns with this policy.

OBJECTIVE #1: LEADERSHIP AND TEACHING SKILLS

I will improve my judgment by analyzing situations during the course, studying actions and results. I will show initiative and take responsibility for assisting others whenever possible. I will contribute to the problem solving and decision making process. I will develop effective presentation skills. I 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.

Outward Bound Course
Learning Objectives/Written Paper - continued

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.

Outward Bound Course

E. Instructor's Evaluation of Student Form

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 emailed to rmckiernan@western.edu. If you would like this blank form e mailed to you contact LNELSON@western.edu.

Student Information:

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

Dates: _____ Number of days in course: _____

Name _____
last first middle

Instructor Information:

Name _____
last first middle

Mailing address _____

City, State & Zip _____

Phone Number _____ E Mail _____

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

Purpose: The purpose of this evaluation is to provide the student and the faculty sponsor with accurate and constructive comments on the student's performance. Personal feedback and review with the student is expected. Please briefly comment on the student's strengths and weaknesses in each area. The numeral system is based on the following values:

| | | | | | |
|-------------|-----------|-----------|--------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | NA |
| Exceptional | Very Good | Competent | Development Needed | Did not meet objective | The opportunity to act on this did not arise |

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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 safely doing either/or snow, land or water based adventure outdoor activities by following the procedures and practices of the course. By the end of the course, I will have an understanding of my abilities and limitations in respect to safely pursuing the activities practiced.

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

COMMENTS:

OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING

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

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

COMMENTS:

OBJECTIVE #4: ENVIRONMENTAL PRACTICES AND SAFETY AWARENESS

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

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

COMMENTS:

E. Instructor's Evaluation of Student Form - continued

OBJECTIVE #5: SELF GROWTH AND SERVICE

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in difficult situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others.

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

COMMENTS

:

Overall, how would you assess this student?

| | | | | |
|-------------|-----------|-----------|--------------------|------------------------|
| 1 | 2 | 3 | 4 | 5 |
| Exceptional | Very Good | Competent | Development needed | Did not meet objective |

General Comments:

Outward Bound Instructor's Signature _____ Date _____

Outward Bound Instructor's Signature _____ Date _____

Outward Bound Instructor's Signature _____ Date _____

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THIS FORM MUST BE MAILED OR EMAILED TO THE ADDRESS BELOW WITHIN 3 WEEKS OF COMPLETION OF THE COURSE.

Your Name _____

A = Very Good B = Good C = Average D = Below Average F = Poor

REGISTRATION (Through Western State College Continuing Education)

| | | | | | |
|---|---|---|---|---|---|
| Ease of registration | A | B | C | D | F |
| Help and information over the phone/in person | A | B | C | D | F |
| Clarity and comprehension of registration/cancellation policies | A | B | C | D | F |

OVERALL QUALITY OF REGISTRATION PROCESS A B C D F

THIS OUTWARD BOUND CLASS . . .

| | | | | | |
|--|---|---|---|---|---|
| fulfilled my expectations/met my needs | A | B | C | D | F |
| was well organized | A | B | C | D | F |
| was safely operated | A | B | C | D | F |
| included enough opportunity for discussion | A | B | C | D | F |

| | | | | | | |
|------------------------------|--|---|---|---|---|---|
| included relevant activities | | A | B | C | D | F |
|------------------------------|--|---|---|---|---|---|

OVERALL QUALITY OF COURSE A B C D F

THE INSTRUCTOR(S) WAS (WERE) . . .

| | | | | | |
|---------------------------------|---|---|---|---|---|
| friendly and personable | A | B | C | D | F |
| knowledgeable about the subject | A | B | C | D | F |
| responsive to questions | A | B | C | D | F |

OVERALL QUALITY OF INSTRUCTOR(S) A B C D F

Would you take another course from this (these) instructor(s)? Yes No

COMMENTS/SUGGESTIONS

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