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Central Washington State College Extension Course Handbook 1967

Central Washington University

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CWSC

EXTENSION COURSE HANDBOOK

**OFFICE OF
CONTINUING EDUCATION**

Central Washington
State College/Ellensburg

EXTENSION INFORMATION CENTRAL WASHINGTON STATE COLLEGE

GENERAL INFORMATION

Extension classes at off-campus centers are organized by the Central Washington State College Office of Continuing Education at the request of district and county school officials. Classes may be organized anytime during the year depending upon school district needs. It is often advantageous for district officials to plan extension programs well in advance to insure that instructors are available and that classes are well publicized.

COURSES USING CWSC FACULTY

Extension courses may be arranged anytime during the year depending upon your needs. When an extension course is desired, phone or write our office with your request. If you do phone, please follow the call with correspondence. When we receive your request, we will contact the appropriate people to see if we can meet your needs. If we can, we will arrange for an instructor, find out when he can begin and which afternoon, evening or Saturday is most satisfactory for him to teach. This information will then be forwarded to you, usually by phone. At this time, we will also inform you of the number of pupils that will be needed to hold the class. In the event that we cannot fill your needs, we will advise you as quickly as possible.

When there is agreement between you and the instructor on times and dates for the class, a course approval form is completed and sent to

the appropriate CWSC department chairman for his signature along with the signatures of the appropriate Dean and the Director of Continuing Education. A copy of the approval form will be forwarded to you.

It should be remembered that it may take time for us to contact a member of our faculty or to find a suitable instructor for a class. There is also a possibility that a request may have to be deferred until a suitable instructor is available.

COURSES USING SPECIAL EXTENSION INSTRUCTORS

It is the feeling at Central that there are many highly competent, professional people throughout the State who can qualify as instructors for extension classes. It has, therefore, been our policy to use these people as the opportunity arises.

Prospective extension instructors must possess the same minimum qualifications required for the employment of regular faculty members. This is generally considered to be a Master's Degree and considerable course work in the area in which the prospective instructor proposes to teach.

When requesting a course from Central using special extension instructors, the following policy applies:

1. Contact us first concerning the proposed course. Qualified CWSC faculty members must be given an opportunity to teach the proposed course.

2. If there are no qualified regular faculty members available, then new special extension instructors must complete an application form, a course outline on the proposed course using the format provided by us and have copies of all transcripts made. All of this material must then be forwarded to us for evaluation by the appropriate department chairman and faculty committees. When approval is given, an extension course approval form can be completed for the required signatures. Much time can be saved in setting up courses using new extension instructors if all of the information needed by us is sent with the materials listed above.

3. In no case should a course be started before final approval is received in the form of an Extension Course Approval Form.

4. When a course is repeated by a special extension instructor, the above information usually will not be required. If the course is revised to any great extent, however, a new course outline should be sent to us for approval.

5. Special Extension Instructors, who have taught extension courses for CWSC before, need only include course outlines (using our format) with each new course they propose to teach.

6. Only regular CWSC faculty members are allowed to teach 500 level courses.

7. Regardless of whether special instructors have taught for us before or not, approval must be given each time they teach.

8. The name of the proposed instructor, his job title, his district and the degree that he holds must be included with the request.

RESPONSIBILITY OF REQUESTING ORGANIZATION

The following usually constitutes the requesting organization's responsibility for extension courses:

1. The place of meeting and the room number.
2. Whether or not you wish for us to publicize the class.
3. Which days of the week are most suitable and whether you wish a late afternoon, evening, or Saturday class.
4. Immediate notification if the number of students is under the minimum set by us.

DEADLINE FOR COURSES

When arranging for extension courses using either resident faculty or special extension instructors, all information pursuant to setting up the course must be in our hands at least three weeks prior to the starting date for the class. This will include times, dates, meeting places, transcripts, course outlines, etc., as outlined above. We must have the appropriate Dean here at Central and for proper advertisement of the requested course.

NUMBER OF STUDENTS NEEDED

Following is a chart which gives the approximate number of students required for a 3 quarter credit course

using regular college faculty members. You can estimate the number of enrollees needed by finding the distance from your center to Central.

Milage From CWSC to Center	Approximate Number Required
50	23
60	24
75	26
87	27
100	28
112	29
125	31
137	32
150	33
162	34
175	35

When using special extension instructors, sixteen students are usually the minimum required.

EXTENSION CREDIT

Extension classes carry the same number of credits as equivalent to on-campus courses. Specific questions concerning the use of extension credit should be directed to the Registrar, the Dean of Graduate Studies, or the appropriate Department Chairman. The following are generally correct at CWSC:

1. A maximum of 48 credits of extension and/or

correspondence is allowed toward the B. A. in Education or the B.A. in Arts and Sciences.

2. Up to nine hours of extension credit for most courses numbered 300 and above may be used for the Master of Education degree.

3. Extension credit is not acceptable for the Arts and Sciences M. A. or M. S. degree.

4. Courses entitled Seminar or Workshop are not accepted as substitutes for any other required course.

5. Any plan to transfer CWSC extension credit to another institution should be approved by the other institution prior to enrollment.

6. Extension credit may be used toward a renewal of standard elementary, standard secondary or emergency certificates. A maximum of 12 credits of extension and/or correspondence may be used toward meeting fifth year requirements for a general certificate in Washington.

PUBLICITY

Except for unusual circumstances, and where prior arrangements have been made with the Director of Continuing Education, class announcements will be widely circulated and the class will be open to any qualified individual.

Except where the instructor or facilities require the class size to be severely restricted, individuals attending the opening session, and who

live in the district sponsoring the class, will not be closed out of the class.

ELIGIBILITY OF STUDENTS

Persons wishing to enroll for credit are allowed to take course work one year above their present class standing. Courses are numbered as follows:

- 100 - Freshman
- 200 - Sophomore
- 300 - Junior
- 400 - Senior
- 500 - Graduate

Students enrolling for credit may not enroll after the second session of the class. Those enrolling for audit may do so at any time during the course.

REGISTRATION

Registration at extension centers is usually accomplished in one of two ways. Preregistration and pre-payment of fees, when feasible, has been very successful because it is known before the first night of the class whether there will be a sufficient number of students to hold the class. If districts are not able to pre-register, then the registration is usually handled by the instructor on the first night of class. Instructors are sent registration packets prior to the first class meeting. These packets include:

1. Instruction sheets

2. Blue, striped registration cards which are filled out by the student
3. Receipt books to be used when cash is paid for registration. Unless specifically requested receipts need not be written for checks.
4. Blank "Admit to Class" cards for the instructor's use

Upon completion of enrollment, the instructor must immediately mail the fees and the registration cards to the Office of Continuing Education, CWSC, Ellensburg, Washington 98926. This is urgent in that grade cards must be produced by our Data Processing Center for instructors prior to the end of the class.

GRADE CARDS

Grade cards will be made up from the registration cards and forwarded to the instructor for completion and signature. DO NOT ISSUE A "NR" OR AN INCOMPLETE". All work must be completed within the required class time so that a letter grade may be assigned.

QUALITY

It is expected that extension courses will be of the same quality as is offered by the instructor on campus. As with any other college class, students are to be fairly and accurately evaluated on the basis of performance.

GRADING SYSTEM

Beginning this year (1967-68) CWSC has adopted a new marking and point system for grading students performance. Grade points will be assigned to each mark as follows:

A	4.	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	E	0

As extension courses follow the same pattern as regular on-campus programs, instructors may now use these marks.

REGISTRATION FEES

The standard registration fee is \$10 per credit hour. This fee applies whether a student is enrolled for credit, audit or enrolls late. Students must pay the full registration fee when they register. A student is not enrolled until an enrollment card has been accepted.

The \$10 fee per credit hour was set by the Board of Trustees, CWSC. Additional registration fees over and above the established fee are not permissible. Books and other materials are, of course, separate and, therefore, are chargeable.

WITHDRAWAL AND REFUND

Students who wish to withdraw from an extension course must request to do so through the Office

of Continuing Education. He must also secure the approval of the instructor. A student who simply ceases to attend class must be assigned a failing grade. A refund of $2/3$ the registration fee is normally allowed if the request is received prior to the third class meeting. Requests for refunds should be sent directly to the Director of Continuing Education.

TEXTBOOKS

Arrangements for securing textbooks for sale to the students should be made directly with the College Bookstore. Unless other arrangements are made, the instructor is responsible for the sale of the textbooks. At the request of the instructor, the Office of Continuing Education will order necessary books. These orders should be placed at least three weeks prior to the beginning of the class. Receipt books are available at the Office of Continuing Education for recording textbook sales.

LIBRARY FACILITIES

Students taking extension classes should feel free to use any State supported college library in the State. However, normally it is not possible to take books and other materials from the library premises.

If instructors need films, filmstrips and tapes for their classes, these materials should be requested through CWSC, Office of Continuing Education. Because of the demand, requests should be

placed at least two months in advance of the first session of the class.

LECTURE SESSIONS

Lecture classes usually meet once a week for three hours where CWSC resident faculty members are used. When local extension instructors are used, the number of hours and meetings per week may vary with the approval of the Office of Continuing Education. In any case there must be at least 9 hours of class for each quarter credit granted in a lecture-discussion course. Instructors may elect to meet for additional sessions.

PAY RATES

The fee for the instructor varies with the distance from his residence to the extension center.

DISTANCE	FEE
Under 50 miles.	\$120.00 per cr. hour
Over 50 miles	\$130.00 per cr. hour

Additionally, \$3 is paid the instructor for each hour in transit to and from the class he is teaching where classes are over 50 miles from Ellensburg.

DUPLICATE SESSIONS

If, with the approval of the Director of Continuing Education, a class is divided into two sections, the instructor will be paid $\frac{2}{3}$ the regular fee for the duplicate section. This is consistent with the load factor and pay granted for duplicate sections in the on-campus program.

The instructor's fee for non-credit courses or individual lectures is negotiable, but in general shall follow the standards for credit teaching. If, with the approval of the Director of Continuing Education, an instructor engages in supervision of an extension course, he shall be paid necessary expenses and a fee which is related to the degree of responsibility and necessary preparation.

WORKSHOP

Extension workshops are organized on a laboratory basis with 16 to 20 hours of class time required per credit hour. Most such workshops are for one or two weeks with the instructor living at the extension center rather than commuting from the campus.

A one week workshop consisting of five eight-hour days would grant 2 credits. The Director of the Workshop will be paid at the maximum rate for extension classes, equated on the basis of a laboratory course. That is, $1\frac{1}{3}$ times the amount allowed for a lecture course. Assistants to the director, if any, will be paid at a lower rate depending on the individual qualifications, the number of hours, and the type of responsibility assigned.

PAYMENT OF SALARY

Instructors must submit the final report of grades to the Office of Continuing Education before pay-

FURTHER INFORMATION

ment for services rendered is made. Checks are normally mailed on receipt of final grades for classes ending before the 15th of the month and on the last day of the month for all others.

REPORTING EXPENSES

Travel expenses are approved by the Director of Continuing Education and must be reported separately from other college expenses. These expenses may be reported at any time; however, most instructors prefer to wait until a reasonable amount of expense has been accrued.

ALLOWABLE EXPENSES

Instructors are encouraged to make use of college vehicles when available. Arrangements for automobiles will be made by the Office of Continuing Education as requested. Otherwise travel will be paid at commercial carrier rates, less tax, or at 8¢ per mile from a private car. Tax exemption forms are available at the Office of Continuing Education. The maximum allowance for individual dinner meals while extension instructors are away from the campus is \$3.

In connection with workshops or classes where overnight lodging away from home is necessary, 60¢ per hour is allowed for meals and lodging, for those total hours away from the instructor's residence.

FURTHER INFORMATION

Though designed primarily to assist the practicing teacher, extension classes can be arranged on either a credit or non-credit basis to meet the needs of other groups or individuals. Persons interested in obtaining a particular extension class should contact the school Principal, Superintendent, or Curriculum Supervisor. For further information concerning extension classes and extension teaching, contact the Director of Continuing Education, CWSC, Ellensburg, Washington 98926.

Individuals or groups interested in the organization of conferences, short courses, or institutes, either for credit or non-credit, on or off campus, should also contact the Director of Continuing Education. Phone: 509 963-1501.