

## *Collaboration*

### *Northeast Wisconsin Technical College and Silver Lake College*

Northeast Wisconsin Technical College, Green Bay, WI, and Silver Lake College, Manitowoc, WI, have collaborated in order to allow you (full-time and adjunct faculty) the opportunity to complete WTCS competencies while earning graduate credit. As a faculty member of NWTC, Silver Lake College is offering graduate credit at the reduced rate of \$180 per credit (our regular tuition rate is \$410 per credit). Collaboration with NWTC began on July 1, 2001. The courses may be taken as part of the Master of Science in Management and Organizational Behavior (MOB) program or may be included to meet the elective allowance in the Master of Arts in Education: Teacher Leadership (TL) program at Silver Lake College.

#### ***WTCS Competency***

#50 Course Construction

#51 Technical and Adult Education  
in the WTCS

#52 Teaching Methods

#53 Educational Psychology

#54 Educational Evaluation

#55 Guidance & Counseling

#69 Educational Diversity

#### ***Silver Lake College Equivalency (2 credits each)***

MOB 544 Performance-Based Course Construction

MOB 545 History and Philosophy of WTCS

MOB 546 Tools & Techniques of Adult Instruction **OR**  
 \*MOB 580 Special Topic: Accelerated Learning for Adult  
Learners

\*MOB 580 Special Topic: Adult Development & Learning  
Theory

MOB 547 Measurement & Evaluation of Adult Learning

MOB 548 Classroom Guidance & Counseling Techniques

MOB 549 Managing Diversity in the Classroom

*\*Note: MOB 580 is a "special topic" course number. These courses are traditionally taken for 3 credits. They have been changed to 2 credits to meet your needs within the WTCS system. Please register based on the WTCS competency number.*

#### ***Enrollment and Registration***

This collaboration involves dual enrollment. Participants in NWTC's internal certification activities who wish to receive graduate credit from Silver Lake College must register internally through Staff and Organizational Development and also apply and register with Silver Lake College. The application process through SLC involves the following:

- For students new to Silver Lake College, please apply online and submit a \$50 non-refundable application fee.
- Complete an SLC registration form (included – page 6). Submit/fax/scan registration form to:

*Silver Lake College*  
*Suzanne Lawrence, Director*  
*MS in Management and Organizational Behavior Program*  
*2406 South Alverno Road*  
*Manitowoc, WI 54220-9943*  
*Fax: 920-684-7082 (please include cover sheet)*

*OR*

*Dr. Julie A. Mayrose*  
*Director of Graduate Education*  
*2406 South Alverno Road*  
*Manitowoc, WI 54220-9943*  
*Fax: 920-684-7082 (please include cover sheet)*

**Registration form(s)/application must be submitted no later than 24 business hours after the official start date.**

- Keep in mind (for students new to SLC), you will need to apply to Silver Lake College whether you are taking one course or entering a graduate program. The application form and fee is required once and not necessary each time you take a WTCS course.
- A registration form, however, will need to be completed and submitted to Silver Lake College each time you begin a WTCS course. The registration form and SLC grade policy are attached.
- **NWTC adjunct and/or full-time faculty MUST have a bachelor's degree from an accredited college/university prior to registering for graduate credit.**

***Enrollment in a WTCS Course:***

Once you are enrolled in a WTCS course through Silver Lake College, you are considered an official graduate student of the College and are subject to the policies and procedures of the College.

- If you are completing this course for personal development and are not planning to enter the graduate program, you are considered a "special" student (i.e., non-degree seeking), and are not required to follow the graduate program admission requirements.
- If you are planning to enter the graduate program, your status will change from "special" to "regular" (i.e., degree seeking). Students planning to enter a graduate program must make a formal application to the MOB or TL program once the third WTCS course is completed (6 credits).
- If you complete the WTCS course requirements AND are formally accepted to the MS in Management and Organizational Behavior program, your WTCS courses (maximum 12 credits) will meet the "transfer credit" requirements (found in the SLC Graduate Student Handbook).

***Whether you are a "special" or "regular" WTCS student, you are subject to the policies and procedures of SLC, (i.e., grading policies, withdrawal and payment policies, etc.)***

- **For example:** If you enroll in a WTCS course and need/desire to withdraw during the class, you **MUST** contact Suzanne Lawrence, Director, who will officially withdraw you from class. If you fail to withdraw after the first week of class, there will be financial and/or academic penalties.
- WTCS courses do not require students to purchase textbooks or receive curriculum through Silver Lake College. However, "core" courses through Silver Lake College (non-WTCS courses) may have required curriculum and textbooks which will need to be received/purchased prior to class.

***Requesting Transcripts:***

Transcripts can be requested by writing to: Silver Lake College, Attn: Sr. Janice Stingle, Registrar, 2406 South Alverno Road, Manitowoc, WI 54220. Transcript fee: \$10

***Grade Reports (i.e., CampusWeb)***

Students will gain access to CampusWeb within 30 days of registration. You will receive a login and password through the mail. CampusWeb provides students with online academic information/records, (i.e., final grades, unofficial transcripts, biographical information, etc.). Formal grades will not be sent from Silver Lake College. If a formal grade is required, please contact the Registrar, Sr. Janice Stingle, at 1-800-236-4752, ext. 231. Please retain the login and password for future access to online academic information/records.

***Withdrawing from a WTCS Course***

**Refund Policies**

An adjustment to tuition and other charges may occur when students change their credit load or withdraw from the college. A student must submit official written or verbal notification of intent to withdraw to the Registrar (or Program Director) to initiate the tuition adjustment process. Delay in submitting a Change in Registration Form may reduce or cancel any possible refund of tuition and fees.

***Tuition Refund Policy - Amount of refund depends upon when the Registrar is notified of credit changes:***

Notify Registrar prior to 2nd week of course*	100% refund
Notify Registrar up to 25% of course completed	75% refund
Notify Registrar after 25% of course completed	0% refund
<i>*Does not apply to short courses (weekend, one-week, etc.)</i>	

***If you are interested in earning your Master of Science degree in Management & Organizational Behavior through Silver Lake College...***

*Things to know....*

- 39 credit graduate program. Twenty-seven credits are core management courses while 12 electives credits are earned through your WTCS coursework.
- Thesis is optional.
- Tuition rate for the 27 core credits is \$410 per credit.
- Core courses are available in the Green Bay area. Core courses are also available at Manitowoc and Appleton locations.

***If you are interested in earning your Master of Arts in Education: Teacher Leadership through Silver Lake College . . .***

*Things to know . . .*

- 33 credit graduate program. Twelve credits are core A courses (required of everyone), six credits are core B courses (selected from a specific group of courses) and fifteen credits are elective (twelve of which can come from your WTCS coursework).
- There are several options available for a final vehicle besides a thesis, e.g. an action research report or a program development.
- Tuition for the twenty-one SLC credits is \$410 per credit.
- Core courses are available in Manitowoc at SLC, in Wausau at NTC and in Oak Creek at the Parkway Christian Academy and online.
- If you apply to and are admitted into either the MOB or TL program you may be eligible for financial aid.

**SILVER LAKE COLLEGE CONTACT:**

**Questions regarding the application/registration process through Silver Lake College:**

Suzanne Lawrence, Director: MS in Management & Organizational Behavior Program  
Phone: 1-800-236-4752, ext. 198  
Fax: 920-684-7082  
[law@silver.sl.edu](mailto:law@silver.sl.edu)

OR

Sister Kay Warning, Administrative Assistant in Graduate Education  
Phone: 1-800-236-4752, ext 373  
Fax: 920-684-7082  
[kwarning@silver.sl.edu](mailto:kwarning@silver.sl.edu)

Questions regarding eligibility for financial aid:  
Michele Leider  
Phone 1-800 236-4752 x 205  
[mleider@silver.sl.edu](mailto:mleider@silver.sl.edu)

**NORTHEAST WISCONSIN TECHNICAL COLLEGE CONTACTS:**

**Questions regarding WTCS certification requirements should be directed to:**

Kathy Gouin, Certification Officer  
Phone: 920-498-5405  
Fax: 920-498-5532  
[kathryn.gouin@nwtc.edu](mailto:kathryn.gouin@nwtc.edu)

Human Resource Department, Center for Business and Industry, **Room CB 214**

**Questions regarding WTCS certification offerings should be directed to:**

Amy Mangin, Faculty Development Coordinator

Phone: 920-498-5486

Fax: 920-498-5646

[amy.mangin@nwtc.edu](mailto:amy.mangin@nwtc.edu)

Staff and Organizational Development, Center for Business and Industry, **Room CB 228**

**Questions regarding WTCS certification registration should be directed to:**

Deb Kraemer, Administrative Assistant

Phone: 920-498-6840

Fax: 920-498-5646

[deborah.kraemer@nwtc.edu](mailto:deborah.kraemer@nwtc.edu)

Staff and Organizational Development, Center for Business and Industry, **Room CB 228**

# Silver Lake College

Manitowoc, WI

## Special Non-Degree Registration Form for WTCS Courses / Special Arrangement

### Submit this form with required payment to:

Silver Lake College, Attn: Suzanne Lawrence, 2406 South Alverno Road,  
Manitowoc, WI 54220 / Fax: 920-684-7082

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am a faculty/staff member at:

- Fox Valley Technical College – Appleton
- Lakeshore Technical College – Cleveland
- Moraine Park Technical College – Fond du Lac/West Bend
- Northeast Wisconsin Technical College – Green Bay/Marinette/Sturgeon Bay

I have taken previous graduate courses at Silver Lake College: \_\_\_Yes \_\_\_No

I have a Bachelor's/Undergraduate Degree from: \_\_\_\_\_ (College/University)

**NWTC adjunct and/or full-time faculty MUST have a bachelor's degree from an accredited college/university prior to registering for graduate credit.**

You may apply to take any/all WTCS courses for credit. All blanks must be filled in for the appropriate course (dates, location). Special graduate credit rate is: \$180 per credit. Tuition rates are subject to change effective May, 2010.

WTCS Competency and SLC Course Equivalency (Please choose which course(s) you are completing for graduate credit)	Dates	Location
<input type="checkbox"/> #50 MOB 544 Performance-Based Course Construction	_____	_____
<input type="checkbox"/> #51 MOB 545 History and Philosophy of WTCS	_____	_____
<input type="checkbox"/> #52 MOB 546 Tools & Techniques of Adult Instruction	_____	_____
<input type="checkbox"/> #52 MOB 580 Accelerated Learning For Adult Learners	_____	_____
<input type="checkbox"/> #53 MOB 580 Adult Development & Learning Theory	_____	_____
<input type="checkbox"/> #54 MOB 547 Measurement & Evaluation of Adult Learning	_____	_____
<input type="checkbox"/> #55 MOB 548 Classroom Guidance & Counseling	_____	_____
<input checked="" type="checkbox"/> #69 MOB 549 Managing Diversity in the Classroom	_____	_____

**\*Note: MOB 580 is a "special topic" course number. These courses are traditionally taken for 3 credits. They have been changed to 2-credits to meet your needs within the WTCS system. Please register based on the WTCS competency number.**

Silver Lake College admits all students regardless of sex, race, color, creed, disability, veteran status, or national origin as defined by law. I understand I will be expected to abide by all rules and regulations of Silver Lake College. I certify all information on this application is complete and accurate to the best of my knowledge. I understand that falsification may result in denial of admission or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_ Payment made by: \_\_\_Check \_\_\_Visa \_\_\_MasterCard

Please call the Finance Office (1-800-236-4752, ext. 159) or provide the following:

Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

# Silver Lake College

Manitowoc, WI  
Graduate Grading Policy  
Effective September, 2007

## Criteria for Assessment

The instructor reserves the right to emphasize specific evaluation criteria and/or add individual criteria and assignments deemed relevant to the course. The course grade will be based on the achievement or success of the student, as defined by the course rubrics. Course grades are final unless the instructor makes a formal change.

## Grading Scale

Graduate semester grades are assigned according to the following Silver Lake College scale:

<i>Grade</i>		<i>MOB Percentage</i>	<i>Grade Points</i>
A	<i>Superior</i>	97 – 100%	4.00
AB		93 – 96%	3.50
B	<i>Satisfactory</i>	89 – 92%	3.00
BC		85 – 88%	2.50
C	<i>Unacceptable</i> <b>Unacceptable for program courses / course must be repeated if you are seeking a degree.</b>	77 – 84%	2.00
F	<i>Failure</i>	76% or less	0.00
I	<i>Incomplete</i> <b>Request for an “I” must be approved through your instructor and the incomplete must be completed in a reasonable period of time [approx. 1 – 3 mos.].</b>		
P	<i>Pass</i>		
NC	<i>No credit</i> <b>No credit earned; student must reregister.</b>		

There are no course grades of “D” in the graduate program. At the graduate level, work below the level of “BC” is considered unacceptable for student achievement. **All coursework receiving a C or less must be repeated.**

If a student earns a C in two graduate courses, he/she will be dismissed from the graduate program. (See graduate handbook online at: <http://www.sl.edu/Resources/GradHandbook0809.pdf>)

## Graduate-Level Study:

Graduate-level study is characterized by the practice of research, analysis, synthesis and original work which relies on the mastery of basic theoretical knowledge, practical skills, and internalized dispositions upon which professionals build higher levels of expertise and leadership in a chosen field.

*Graduate work, then,*

- Depends on student independent and self-directed inquiry,
- Explores breadth, depth and complexity,
- Requires critical assessment,
- Moves beyond in-class instruction and assimilation of information,
- Explores multiple perspectives, and
- Accepts ambiguity, which leads to articulation of key concepts and essential principles, reflective practice, application to professional dilemmas and evaluation of ramifications and outcomes.