

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 undergraduate and graduate credit. As a faculty member of NWTC, Silver Lake College is offering undergraduate and graduate credit at the reduced rate of \$190 per credit.

<i>Silver Lake College and WTCS Collaboration</i>		
<i>WTCS Competency</i>	<i>Silver Lake College Undergraduate Courses (2 credits each)</i>	<i>Silver Lake College Graduate Equivalency (2 credits each)</i>
#50 Course Construction	BUS 280 Special Topics: <i>Course Construction</i>	MOB 544 Performance-Based Course Construction
#51 Technical and Adult Education in the WTCS	BUS 280 Special Topics: <i>Technical and Adult Education in the WTCS</i>	MOB 545 History and Philosophy of WTCS
#52 Teaching Methods	BUS 280 Special Topics: <i>Teaching Methods</i>	MOB 546 Tools & Techniques of Adult Instruction
#53 Educational Psychology	BUS 280 Special Topics: <i>Educational Psychology</i>	MOB 580 Special Topic: Adult Development & Learning Theory
#54 Educational Evaluation	BUS 280 Special Topics: <i>Educational Evaluation</i>	MOB 547 Measurement & Evaluation of Adult Learning
#55 Guidance & Counseling	BUS 280 Special Topics: <i>Guidance & Counseling</i>	MOB 548 Classroom Guidance & Counseling Techniques
#69 Educational Diversity	BUS 280 Special Topics: <i>Educational Diversity</i>	MOB 549 Managing Diversity in the Classroom

1. If you do not have a bachelors' degree, the WTCS courses may be taken for undergraduate elective credit. If taken for undergraduate credit, how these credits apply to a Silver Lake College's undergraduate degree will depend on your previous coursework and the SLC program in which you enroll. For some programs, some or all of the 14 credits will apply as elective credits; for others some or all of the credits do not apply. Therefore, prospective Silver Lake College undergraduate students must confirm that they are aware that full, partial, or non-application of these credits is dependent on previous coursework and on major course requirements and that, if these credits are applied, they apply as elective credits only.

2. If you have completed a bachelor's degree, the WTCS 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.

Enrollment and Registration (Undergraduate and Graduate)

This collaboration involves dual enrollment. Participants in NWTC's internal certification activities who wish to receive undergraduate/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, request a college application form from Silver Lake College or apply online at www.sl.edu. There is no fee for applications received online.
- Complete an SLC registration form (undergraduate and graduate attached). Submit 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 (include cover sheet)

Enrollment for undergraduate or graduate credit is finalized and cannot be changed effective one week after the published, official start date of the course. Once the enrollment status is final, students are not able to convert these credits to undergraduate or graduate credit at a later date.

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 an undergraduate/graduate program. The application form 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 for undergraduate and graduate program(s).

Enrollment in a WTCS Course:

Once you are enrolled in a WTCS course through Silver Lake College, you are considered an official 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 an undergraduate or graduate program, you are considered a "special" student (i.e., non-degree seeking), and are not required to follow the undergraduate/graduate program admission requirements.

- If you are planning to enter the undergraduate/graduate programs, your status will change from "special" to "regular" (i.e., degree seeking). Students planning to enter an undergraduate/graduate program must make a formal application to the college once the third WTCS course is completed (6 credits).

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

Grade Reports through CampusWeb

CampusWeb provides students with online academic information/records, (i.e., final grades, unofficial transcripts, biographical information, etc.) from any location via the computer. Students will gain access to CampusWeb within 30 days of registration. You will receive a login and password through the mail once you are registered. Hard copies of grades will not be sent by Silver Lake College. If a hard copy 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.

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 (effective May 1, 2010)

Withdrawing from a WTCS Course for Silver Lake College Credit

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

**Does not apply to short courses (weekend, one-week, etc.)*

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 elective credits are earned through your WTCS coursework.
- Thesis is optional.
- Tuition rate for the 27 core credits is \$425 per credit.
- Core courses are available in Manitowoc and Green Bay, as well as online.

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 \$425 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.

If you are interested in earning your undergraduate/bachelor's degree through Silver Lake College...

Things to know...

- Completion possible in three years.
- A minimum of 45 college-level credits needed for entrance, 15 of which may be earned through a Credit for Prior Learning Process (if applicable).
- Some or all of the 14 WTCS undergraduate credits may apply as elective credits.
- Proficiency at college-level composition.
- Proficiency at college-level math concepts.
- A college-level psychology or sociology course for select majors.
- Tuition is \$395 per credit.
- Refer to <http://www.sl.edu/cdp/programs.asp> for programs available.
- Contact Linda Briggs-Dineen, Program Director, for additional information: 1-800-236-4752, ext. 197 / 920-686-6197 or lindabd@silver.sl.edu

SILVER LAKE COLLEGE CONTACT:

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

Suzanne Lawrence, MA
Director: MS in Management & Organizational Behavior Program
Phone: 1-800-236-4752, ext. 198
Fax: 920-684-7082
suzanne.lawrence@silver.sl.edu

Questions regarding eligibility for financial aid:

Diane Van Minsel, Financial Aid Technician

Phone 1-800 236-4752 x 279

diane.vanminsel@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

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

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

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

Silver Lake College – Graduate Credit

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/Oshkosh
- Lakeshore Technical College – Cleveland
- Moraine Park Technical College – Fond du Lac/West Bend/Beaver Dam
- 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: \$190 per credit. Tuition rates are subject to change May 1, 2011.

<i>WTCS Competency and SLC Course Equivalency (Please choose which course(s) you are completing for graduate credit)</i>	<i>Dates</i>	<i>Location</i>
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- | | | |
|---|-------|-------|
| <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 type="checkbox"/> #69 MOB 549 Managing Diversity in the Classroom | _____ | _____ |

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 – Undergraduate Credit

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/Oshkosh
- Lakeshore Technical College – Cleveland
- Moraine Park Technical College – Fond du Lac/West Bend/Beaver Dam
- Northeast Wisconsin Technical College – Green Bay/Marinette/Sturgeon Bay

I have taken previous undergraduate courses at Silver Lake College: ___ Yes ___ No

I have an Associate's Degree/college credits from: _____ (College/University)

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: \$190 per credit. Tuition rates are subject to change May 1, 2011.

<i>WTCS Competency and SLC Course Equivalency (Please choose which course(s) you are completing for undergraduate credit)</i>	<i>Dates</i>	<i>Location</i>
<input type="checkbox"/> #50 BUS 280 Special Topic: Course Construction	_____	_____
<input type="checkbox"/> #51 BUS 280 Special Topic: Technical & Adult Education in WTCS	_____	_____
<input type="checkbox"/> #52 BUS 280 Special Topic: Teaching Methods	_____	_____
<input type="checkbox"/> #53 BUS 280 Special Topic: Educational Psychology	_____	_____
<input type="checkbox"/> #54 BUS 280 Special Topic: Educational Evaluation	_____	_____
<input type="checkbox"/> #55 BUS 280 Special Topic: Guidance and Counseling	_____	_____
<input type="checkbox"/> #69 BUS 280 Special Topic: Educational Diversity	_____	_____

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

Criteria for Assessment – Graduate Courses

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>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> Unacceptable for program courses / course must be repeated.	77 – 84%	2.00
F	<i>Failure</i>	76% or less	0.00
I	<i>Incomplete</i> 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.].		
P	<i>Pass</i>		
IP	<i>In progress</i> No credit earned; student must reregister.		

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.

Silver Lake College
Manitowoc, WI
Undergraduate Grading Policy

Criteria for Assessment – **Undergraduate Courses**

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 - Undergraduate

Grades are assigned according to the following SLC scale:

A	Superior	97 - 100%
A-		94 - 96%
B+		92 - 93%
B	Above Average	89 - 91%
B-		87 - 88%
C+		84 - 86%
C	Average	80 - 83%
C-		77 - 79%
D+		75 - 76%
D	Yet Passing	72 - 74%
D-		70 - 71%
F	Failure	Below 70%
I	Incomplete	
P/NC		Pass/No Credit
W	Withdraw	

Undergraduate Study:

The following criteria are considered essential in the evaluation of projects, papers, class discussions, and other course activities:

- (1) *Thoroughness of research*
- (2) *Completeness of analysis*
- (3) *Clarity of explanation*
- (4) *Meaningfulness of recommendations and other conclusions*
- (5) *General organization, clarity, and depth of analysis*

Written assignments are to be treated as deadlines for projects at your place of employment. All written reports, letters, analyses, position papers, etc. must communicate ideas completely, concisely and clearly. This means that spelling, grammar and punctuation are always perfect. Content cannot compensate for poor punctuation, grammar or spelling.

Excellence in written communication is just as vital in today's professional world as is excellence in oral communication! All written work for this program should adhere to the guidelines established in the most recent *Publication Manual of the American Psychological Association* and must be typed/word processed.