

Red Lake Nation College



Continuing and Community Education Manual

Dear Colleagues,

The role of Continuing and Community Education at Red Lake Nation is to build and maintain partnerships with our service area schools, agencies, and businesses to deliver the training required for employment, college readiness, transition, promotion, success, and lifelong learning.

Please take time to review this handbook. Also, please feel free to stop by my office anytime to discuss any suggestions you may have. The college staff and faculty look forward to working with you.

Sincerely,

Director of Community/Continuing Education
Red Lake Nation College

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Continuing/Community Education Contact Information Director of
Extended Learning and Continuing Education
Office: (218) 679-2860

RED LAKE NATION COLLEGE CAMPUS



Co-Curricular Programming

Red Lake Nation College has defined “co-curricular programming” as extra- curricular activities, programs and learning experiences that complement the academic curriculum and enhance the mission of the Red Lake Nation College. Continuing and Community Education can both be considered co-curricular programming as long as learners are assessed according to one or more of the following outcomes identified below.

Identity

Outcome: Participants will gain a better understanding of themselves as Anishinaabe people within the context of a global society.

Leadership

Outcome: Participants will demonstrate an understanding of group dynamics and effective teamwork.

Culture

Outcome: Participants will demonstrate Anishinaabe awareness and knowledge.

Civic Responsibility

Outcomes: Participants will communicate effectively with other both verbally and in writing. Participants will assume a sense of civic responsibility and a commitment to public life.

Success

Outcome: Participants will cultivate a propensity for lifelong learning.

Continuing Education

Programs and courses offered to adult students on a part-time basis to assist them in updating their knowledge and skills in a professional field.

Community Education

Community Education is an opportunity for local citizens, schools, agencies and institutions to become active partners in addressing education and community concerns. Community Education embraces these beliefs: education is a lifelong process, everyone in the community shares a responsibility for the mission of educating all members of the community and citizens have a right and responsibility to link the needs of the resources to improve their community.

Calculating CEUs

Red Lake Nation College has adopted the standard definition of the Continuing Education Unit, as defined by the International Association of Continuing Education and Training (IACET).

One (1) Continuing Education Unit (CEU) equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction,

pre/post assignments, and/or homework in support of a learning outcome. A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials, which have been prepared to result in learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner. This definition applies for face-to face interaction as well as distance learning programs.

The CEU should not be awarded for learning activities in which individuals are engaged in unplanned, unsupervised, or non-sponsored learning. Counting Hours toward CEU When calculating the number of CEUs for a course, the number of contact minutes must be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours must then be divided by 10 to obtain the number of CEUs. CEUs must be expressed in tenths of a CEU; that is; 17 contact hours equate to 1.7 CEU; a three contact hour program equates to .3 CEU. CEU is awarded to those who satisfactorily complete the course.

Continuing Education certificates/transcripts are available upon request.

Students

Registration

Students may register for courses electronically, by walk-in, mail, or phone. The decision to cancel a class with low enrollment will be considered one week prior to the first class meeting, so students are encouraged to register at least one week before the class begins.

Cost of Attendance

Most Community Education courses at Red Lake Nation College are free of charge. If there is a charge for the course, that information will be provided on the promotional materials. Fees associated with Continuing Education Courses will vary and will be provided on the promotional materials. If fees are associated with courses, students will not be permitted to register for those courses until fees are paid.

Grades/Certificates

Students will receive grades for participation in community/continuing education events in which CEU's are provided. Students will receive a grade of "satisfactory" on the basis of attending at least 75% of the class meetings and completing 75% of the coursework. For events in which post-tests are required, students must attain 75% or better to receive a grade of "satisfactory," but this could vary for certification classes where letter or numerical grades may be assigned.

Student Support Services

If students require additional support, assistance, or tutoring, arrangements can be made with the Director of Extended Learning and Continuing Education.

Instructors

Instructor Qualifications

The Director of Extended Learning and Continuing Education will seek instructors to facilitate courses, who possess the knowledge and experience required to effectively teach adult learners. For Community Education and other Co-curricular activities, instructors will complete the following paperwork:

- Resume
- College Transcripts (if applicable)
- Signed contract
- Description of course with learning outcomes and assessment measures included
- Emergency Contact Information
- Employee Media Release Form
- Confidentiality Acknowledgement
- Community and Continuing Education Manual Acknowledgement
- Two Forms of Identification
- Background Check Authorization
- W-9

These instructor files will be maintained by the Director of Extended Learning and Continuing Education. For Continuing Education Courses, instructors may be required to additionally provide evidence of skill in the field (post-secondary education, certifications, longevity in the discipline).

Instructor Contracts

Two copies of the instructor contract will be provided. One must be signed, dated, and returned to the Director of Extending Learning and Continuing Education prior to the beginning date of the class, and the other is for the instructor's records. Should an instructor find a contract or scheduling error, he/she should notify the Director of Extended Learning and Continuing Education immediately so that a revised contract can be processed.

Instructor Pay

Payroll checks are issued by the Business Office. All Instructors are required to submit an Invoice for Services, RLNC Contract (which outlines the terms of payment and pay amount), a W-9, and 2 forms of ID to the Director of Extended Learning and Continuing Education no later than two weeks prior to the course being offered. This will allow ample time for the Business

Office to process all necessary paper work. Instructors will be paid after they complete the service listed in the contract.

Requisition for Supplies

Prior to the beginning of the course, instructors should notify their respective director or coordinator to prepare the required requisition to obtain supplies for the class. A purchase order will be prepared for the Instructor's use, so allow sufficient time for processing. Instructors will not be reimbursed for supplies bought without college approval.

Technology Needs

Classrooms are equipped with large-screen televisions and HDMI cables. Instructors can use their own laptops or arrange for a loaner with IT Technician, Racheal Jorgenson. Racheal can be reached via email at racheal.jorgenson@rlnc.education, by office phone at (218) 679-1008, or cell phone at (218) 407-3462.

Duplication Services/Copiers

Handouts for students can be reproduced using the copiers in the Student Success or Academic Departments. Please make arrangements in advance for copies to be made with the Director of Extended Learning and Continuing Education.

Instructor Responsibilities

- **Attendance Rosters**
Instructors are responsible for ensuring that all students are listed on the attendance roster. Any student whose name does not appear on the attendance roster should be verified with the Director. All students must sign the attendance roster for each class period.
- **Course Syllabus (where applicable)**
The Director will provide you with a template for the course syllabus to be completed and distributed to students.
- **Grading**
Students are given a grade of "satisfactory" on the basis of attending at least 75% of the class meetings, but this could vary for certification classes where letter or numerical grades may be assigned.
- **Course Evaluations**
At the last class session, students will be asked to complete an evaluation to determine their satisfaction with the instructor and the class.

Campus Safety and Security

General Procedures

In the event of an emergency requiring immediate action by police, fire departments, or ambulance services, dial 911. Red Lake Tribal Police can be reached at (218) 679-3313. All other emergencies should be immediately reported directly to Campus Administration.

Crime and Emergency Reporting

All students, employees, and guests are encouraged to promptly report criminal incidents, suspicious activity, and other public safety related emergencies and incidents, in person to the Campus Security Supervisor and RLNC President, or to another College administrator. You may also dial 911 or call the Tribal Police Department at (218) 679-3313.

Class Cancellations & Notification

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or designee will determine campus-wide cancellation of classes. You may call RLNC at (218) 679-2860 for any weather related announcements or cancellations. The following radio stations and television stations will be notified of a class cancellation. Class cancellations on the Red Lake Campus will be posted on Facebook and on the College website.

KBUN 1450AM	KB101	KMFY 96.9
KOJB 90.1	KOZY 1320AM	KZY 95.5
MIX 103.7	WBJI 98.3	WTBX 94

Public Code of Conduct

Red Lake Nation College expects all persons to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies both on-campus and at college-sponsored activities off-campus. In addition, all persons at Red Lake Nation College must comply with the applicable laws that govern the Red Lake Reservation. Individuals who do not comply with college regulations, or who commit violations of a serious nature, may be suspended from Red Lake Nation College. ***Persons who are not students or employees of the college are required to abide by the Red Lake Nation College policies and student-conduct regulations while on campus property or attending campus events.*** Actions that violate standards of conduct at Red Lake Nation College include, but are not limited to:

- Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises

- Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
- Unauthorized entry or use of the college facilities or equipment.
- Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
- Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
- Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish/injure.
- Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
- Theft, or the attempted theft, of property of the College or persons of the College.
- Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
- Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
- Illegal gambling activities in violation of the law.
- Misuse of college telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.

Disciplinary Actions

Appropriate disciplinary actions will be enforced upon any individual who has violated the code of conduct at Red Lake Nation College. In compliance with the standards of conduct the following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. Campus Safety and Security Officers will provide written notices of disciplinary action. Disciplinary actions may include, but are not limited to:

- Warning (verbal or written)
- Suspension (restricted from entering RLNC during a designated timeframe). Length of suspension may vary from a minimum of 45 days to a maximum of a calendar year depending on the severity of the circumstances.
- Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

Appeal Process

Violators will be notified of the disciplinary action implemented. If the individual is suspended from the college campus, a timeframe will be indicated. Once the disciplinary action has been completed, the individual may appeal to the Governance Committee to have the suspension removed. The appeal should include a summary of what led to the disciplinary action and how the individual plans to correct this behavior in the future.

Trespass to Property

Individuals who violate Red Lake Nation College's Code of Conduct may be subject to suspension from the College for a designated period of time. The head of security may address immediate concerns of any violation to ensure the safety of everyone at RLNC. Any individual who has been suspended from Red Lake Nation College and knowingly enters or remains on the premises of Red Lake Nation College after being notified against trespass will be reported to the Red Lake Tribal Police.

Appendix Items

Attendance Roster (Event Sign-In)

Background Check Authorization

Continuing Education (CEU) Calculation Form

Community and Continuing Education Manual Acknowledgement

Confidentiality Acknowledgement

Contract Template

Course Evaluation Form

Course Syllabus Template

Emergency Contact Information Form

Multimedia Participant Consent Form

Outcomes Assessment

Purchase Requisition

Registration Form

W-9



EVENT NAME _____

Event Location _____

Date _____

SIGN-IN SHEET

Name	Tribal Affiliation	Circle One			
1		Student	Staff	Faculty	Community Member
2		Visitor	Staff	Faculty	Community Member
3		Student	Staff	Faculty	Community Member
4		Visitor	Staff	Faculty	Community Member
5		Student	Staff	Faculty	Community Member
6		Visitor	Staff	Faculty	Community Member
7		Student	Staff	Faculty	Community Member
8		Visitor	Staff	Faculty	Community Member
9		Student	Staff	Faculty	Community Member
10		Visitor	Staff	Faculty	Community Member
11		Student	Staff	Faculty	Community Member
12		Visitor	Staff	Faculty	Community Member
13		Student	Staff	Faculty	Community Member
14		Visitor	Staff	Faculty	Community Member
15		Student	Staff	Faculty	Community Member
16		Visitor	Staff	Faculty	Community Member
17		Student	Staff	Faculty	Community Member
18		Visitor	Staff	Faculty	Community Member
19		Student	Staff	Faculty	Community Member
20		Visitor	Staff	Faculty	Community Member
21		Student	Staff	Faculty	Community Member
		Visitor			

22		Student Visitor	Staff	Faculty	Community Member
23		Student Visitor	Staff	Faculty	Community Member
24		Student Visitor	Staff	Faculty	Community Member
25		Student Visitor	Staff	Faculty	Community Member
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27		Student Visitor	Staff	Faculty	Community Member
28		Student Visitor	Staff	Faculty	Community Member
29		Student Visitor	Staff	Faculty	Community Member
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46		Student Visitor	Staff	Faculty	Community Member
47		Student Visitor	Staff	Faculty	Community Member
48		Student Visitor	Staff	Faculty	Community Member
49		Student Visitor	Staff	Faculty	Community Member
50		Student Visitor	Staff	Faculty	Community Member



Notification and Authorization to Release Criminal Information for Employment Purposes

Notification

The position for which I am being considered requires me to consent to a criminal background check as a condition of employment. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county, tribal, and federal levels of every jurisdiction where I currently reside or where I have resided during the past 7 years; and sex offender registry searches at the county, tribal, and federal levels in every jurisdiction where I currently reside or where I have resided.

The following websites are used for the purposes of Criminal Background Checks:

1. Minnesota Bureau of Criminal Apprehension/ Minnesota Public Criminal History
<https://cch.state.mn.us/PcchLanding.aspx>
2. Minnesota Judicial Branch/Criminal/Traffic/Petty Case Records
<http://pa.courts.state.mn.us/default.aspx>
3. Red Lake Tribal Court Case Records

Authorization

I hereby authorize RLNC to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist RLNC in collecting this information.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for RLNC students and employees.

Position(s) Applied for: _____

Please print (for identification purposes):

Full Legal Name: _____

First

Middle

Last

Other Names You Have Used in Past Seven Years: _____

Current Address: _____

Previous Address (most recent): _____

Addresses in the 7 years prior to completing this authorization: _____

Phone Number: _____ Alternate Phone Number: _____

Date of Birth: _____ Gender: Female _____ Male _____

Month/Day/Year

Social Security Number: _____

Driver's License # _____ State of Driver's License _____

Have you ever been convicted of a criminal *offense or have any pending criminal* charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes _____ (provide detail on next page) No _____

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me for this position and/or may serve as grounds for the severance of my employment with RLNC. By signing below I hereby provide my authorization to RLNC to conduct a criminal background check. I understand that I have a right to appeal an adverse employment decision made by RLNC based on my background check information within three business days of receipt of such notice and that a determination on my appeal will be made in seven working days from RLNC's receipt of such appeal.

Signature

Date



Continuing Education

Continuing Education Units (CEU)

The CEU is defined as 10 contact hours in an organized continuing education activity. The minimum number of CEUs awarded is 0.1.

0.1 CEU is based on 60 minutes of instruction. CEUs are expressed in tenths.

Directions:

- Add the minutes for all allowable activities in a learning event.
- Divide the total by 60.
- Divide this total by 10.
- Round the fraction for the last few minutes to the nearest tenth.
- If the resulting calculation ends in less than .5 round down to 0.

If the resulting calculation ends in .5 or higher, round up to the nearest whole number.

30 minutes = 0.1 CEU

1 hour plus 20 minutes = 0.1 CEU

2 hours and 30 minutes = 0.3 CEUs

2 hours and 40 minutes = 0.3 CEUs



Continuing Education

Continuing Education Unit (CEU) program proposal form

RLNC Continuing Education is interested in learning more about the course or program that you want to develop and teach. In order for us to evaluate your idea, please provide the following information.

Organization or Department Name:	
Contact Name:	Telephone Number:
Address:	
City:	State: Zip:
Name of Course:	
Dates and Times	Number of CEUs to be awarded: *Please note: 1 CEU = 10 contact hours of adult participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. One contact hour = 60 minutes.
Instructor(s) name and qualifications (include a brief bio):	
*Please attach resume/CV if not RLNC faculty	
Intended facility/room:	Materials and equipment necessary:
Max enrollment:	Mode of instruction:



Continuing Education

Course Description:

Justification (target audience and how will this course address an educational need):

Topical Outline (Course agenda):



Continuing Education

Learner Outcomes (3-5 per CEU)	Assessment
Participant will	
Participant will	
Participant will	
Participant will	
Participant will	

It is mandatory that student evaluate each course for which Clock Hours are available. Please attach the following items along with this proposal:

1. A copy of the student evaluation form you will be using for this course.
2. A copy of the form you will be using to summarize the student course evaluations

Submit proposal to : Director of Continuing Education

P.O. BOX 576

Red Lake, MN 56671

Ph: 218-679-2860

Fax: 218-679-3870



Continuing Education

Continuing Education Unit (CEU)

- Notes: (1) C.E.U.'s are not academic credit and cannot be converted to university credits or used as such.
(2) One C.E. U is equivalent to ten contract hours of participation

Program Name

Today's Date

Participating Organization

Location

Section 1: To be completed by student:

Name: *Last* _____ *First* _____ *Middle* _____

Address: _____ City: _____ State: _____ Zip _____

Date of Birth: _____ SSN: _____ Phone #: _____

Section 2: To be completed by program/course instructor:

Course Title	C.E.U.'s Awarded	Instructor Signature	Grade (Pass or Fail)

Total C.E.U.'s awarded: _____

Comments:

--

Signature

Date



Red Lake Nation College
Community and Continuing Education Manual
Acknowledgement

This manual has been prepared for your information and understanding of the expectations as an instructor for the Community and Continuing Education Department at Red Lake Nation College. Please read it carefully. Upon completion of your review of this manual, sign the statement below, and return it to the Director of Extended Learning and Continuing Education (or other designated individual) by the due date.

I, _____, have received and read a copy of the Red Lake Nation College Community and Continuing Education Manual which outlines the expectations of instructors at Red Lake Nation College.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Community and Continuing Education Manual provided to me by Red Lake Nation College. I understand this manual is not intended to cover every situation which may arise, but is simply a general guide to the policies and expectations of Red Lake Nation College.

I hereby acknowledge receipt of a copy of the Red Lake Nation College Community and Continuing Education Manual. I understand that the Red Lake Nation College Community and Continuing Education Manual is not a contract of employment and should not be deemed as such.

Employee signature

Date



Red Lake Nation College

Confidentiality Acknowledgement

As a condition of employment, all employees are required to sign and abide by the terms of a confidentiality agreement as follows:

- All information which is revealed to employees in connection with their jobs regarding employment activities, current or former employees, students, funding sources, trustees, and vendors is confidential.
- No employee shall release such information to anyone, including other employees and students, except in the proper exercise of their employment duties or with the written permission of the College President.
- If employees release information in violation of this confidentiality agreement, employees will be subject to disciplinary action, which may include termination of employment.
- This confidentiality agreement binds employees during and after their employment at the College. If employees release information in violation of this agreement after their employment, they will be subject to whatever relief or penalties may be provided by law.
- Refusal to sign the confidentiality agreement may be grounds for disqualification from employment consideration.

(Employee signature)

Date



RLNC Contract for Services

Name of Consultant: _____ Agency (if any): _____
Address: _____ City, State and Zip: _____
Email address: _____ Website: _____
Trainer SSN or Tax ID: _____

The agreement is entered into between Red Lake Nation College and Consultant listed above.

1. **SERVICES:** The consultant shall perform the services described below:
Description of Services:
RLNC Contact Person:
Event Date: _____ Location: _____
Start Time: _____ End Time: _____
2. **COMPENSATION:**
3. **TERMS OF PAYMENT:** Consultant will be mailed a check payable to:
4. **INDEMNIFICATION AND HOLD AGREEMENT:** The consultant shall defend, indemnify, and hold harmless, the College, its Board of Regents, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Consultant hereunder, whether the same arises before or after completion of or expiration of this Agreement, except for damage, loss, or injury resulting from the College's sole negligence or willful misconduct.
5. **TERMINATION:** This contract may be terminated at no cost to either party upon 30 days advance written notice.
6. **OTHER:** The consultant is an independent contractor and will pay all applicable state, federal, and local taxes associated with this agreement. This Agreement is the complete and exclusive understanding of the parties and may only be modified in writing with the agreement of both parties.

RED LAKE NATION COLLEGE

CONSULTANT

By: _____

Signature: _____

RLNC Administration

Name: _____

Date: _____

Date: _____



Continuing Education

Continuing Education Unit (CEU) Course Evaluation Form

Course Name: _____

Date: _____ Instructor Name(s): _____

Please indicate your degree of agreement with the following statements by circling the appropriate number. Please return to your instructor at the end of your course. Thank you.

Course Design/Content	Strongly Agree			Strongly Disagree	
The course provided me with the information I was seeking and has been helpful and informative.	4	3	2	1	N/A
The instructor demonstrated thorough knowledge of the subject matter.	4	3	2	1	N/A
The amount of instructional material for the course was appropriate for the time allowed.	4	3	2	1	N/A
The instructor's presentation of materials was organized and understandable (e.g. clear speech)	4	3	2	1	N/A
The written materials were appropriate for the course	4	3	2	1	N/A
This course provided me with practical applications to use in my work.	4	3	2	1	N/A
The classroom atmosphere has been conducive to asking questions.	4	3	2	1	N/A
The course was as advertised.	4	3	2	1	N/A
Overall, I was extremely satisfied with the course.	4	3	2	1	N/A

Please add any additional comments below regarding your evaluation of this course:

Thank you for your feedback!



Continuing Education

Course Syllabus Template

1. Course Title:

2. Instructor Information: *Phone/email/etc.*

3. Course Description: *Use description in the course proposal (25 words or fewer).*

4. Course Rationale: *Statement of how the course addresses an educational need.*

5. Textbook and other required materials for the course:

6. Specific Learner and Expressive Outcomes and Assessment Strategies: *Use the “learner outcomes & assessment”*

Learner Outcome	Activity (optional)	Assessment

7. Course Topics: *The major topics to be considered in this course are.*

8. Instructional Methods and Activities:

9. Grading:

10. Course Schedule & Rules: *Include dates, times, and other relevant information.*

11. Bibliography (References): *If applicable*



Employee Contact Information

EMPLOYEE

Name of Employee (Last, First, Middle)

Street Address

City

State

Zip

Home Phone

Cell Phone

Birth Date

Email Address

EMERGENCY CONTACT

Emergency Contact #1, Relationship

Phone Number (including area code)

Emergency Contact #2, Relationship

Phone Number (including area code)



Red Lake Nation College

Multimedia Participant Consent Form

I, the undersigned, grant permission and consent to Red Lake Nation College and its successors and assignees the right to record, use, reproduce, and distribute my voice, image, name, writings, photos, videos, and are work in multimedia productions for educational, publication, or marketing purposes at Red Lake Nation College.

I understand that Red Lake Nation College shall have total and exclusive control of this multimedia material and I waive any right to inspect or approve any proposed use in any media format.

I agree that my participation in this project is on a volunteer basis without any compensation and hereby waive any payment or rights to royalties.

I hereby release Red Lake Nation College and its successors and assignees from any liability in connection with the use of this multimedia material.

I state that I am at least 18 years of age and am competent to contract in my name. A parent or guardian must sign for all participants under the age of 18.

I have read and understand this Multimedia Participant Consent Form and acknowledge that it is firm and final and that Red Lake Nation College may proceed in reliance thereon.

Signature	Date
-----------	------

Printed Name	E-mail Address
--------------	----------------

Address	City	State	Zip
---------	------	-------	-----

RNLC: Student Faculty Staff Alumni Other: _____

For Participants Under 18 Years Old

Parent/Guardian Signature	Date
---------------------------	------

Printed Name

Please return this form to Red Lake Nation College, PO Box 576, Red Lake, MN 55671



Continuing Education

Co-Curricular/Learner Outcomes, Activities, and Assessment

The following samples are not all-inclusive; you may have more or fewer learner outcomes. Red Lake Nation College is most interested in a progression of learner outcomes from lower-level to higher outcomes based on their appropriateness for lower-division and upper-division courses. Red Lake Nation College wants to see a match between learner outcomes and assessments.

Definitions:

Learner Outcome – what the student should be able to accomplish in the course. Learner Outcomes begin with “The student will be able to” and are measurable.

Activity – listing an appropriate activity for the learner outcome is **optional**. However, listing an activity might help you determine the difference between an activity based on the learner outcome and an assessment of the meeting of that learner outcome.

Assessment – how you will determine if the student meet the learner outcome and to what extent the learner outcome was met. An assessment is a measurement of an outcome.

Sample

Co-Curricular/Learner Outcome	Activity	Assessment
Identity Outcome: Participants will gain a better understanding of themselves as Anishinaabe people within the context of a global society.	Students are able to discuss the differences and similarities with the Mexican Immigrants after watching the Teatro Del Pueblo Play.	What is assessed? Course-embedded language and culture projects in Ojibwe and culture courses as well as seminars, language bowls, and specific cultural events that focus on identity.
Leadership Outcome: Participants will demonstrate an understanding of group dynamics and effective teamwork.	The students were able to voice their opinion and concerns with the college president. A collaborative decision was made about the special recognition ceremony.	What is assessed? Membership and participation on the Student Council and other student organizations.
Culture Outcome: Participants will demonstrate Anishinaabe awareness and knowledge.	As a result of the traditional storytelling, students will gain a sense of cultural identity and practice with the Ojibwe language.	What is assessed? Participation in Monday Gatherings and other events held on campus.
Civic Responsibility Outcomes: Participants will communicate effectively with other both verbally and in writing. Participants will assume a sense of civic responsibility and a commitment to public life.	As a result of participating in this training, participants will be able to administer NARCAN to help save a life if need be at RLNC.	What is assessed? Continuing Education courses and Service Learning Activities.
Success Outcome: Participants will cultivate a propensity for lifelong learning.	Students received information regarding academics, student life, and tips/strategies for navigating through a variety of different colleges and institutions.	What is assessed? Participation in tutoring, service learning activities, the Success Mentor Program and the PASS Committee.

*Learner Outcomes move from Application → Analysis → Synthesis → Evaluation. Through previous coursework, students would have met learner outcomes in knowledge and comprehension of training and development curricula. Additionally, Evaluation is included in this 300-level course as it is the final course in training and development.

Verbs for Use in Writing Learner/Co-Curricular Outcomes

Knowledge (recall of information)	Comprehension (interpret information in one's own words)	Application (use knowledge or generalization in a new situation)	Analysis (break knowledge into parts and show relationships among parts)	Synthesis (bring parts together to form a whole; build relationships for new situations)	Evaluation (make judgments on basis of given criteria)
Define List Recall Name Recognize State Repeat Record Label Arrange Duplicate Match Memorize Order Relate Reproduce	Discuss Describe Explain Identify Translate Restate Recognize Express Locate Report Tell Convert Distinguish Estimate Indicate Select Sort	Compute Demonstrate Illustrate Operate Perform Interpret Apply Employ Use Practice Schedule Sketch Prepare Modify Predict Extrapolate Manage Choose Solve	Distinguish Analyze Differentiate Compare Contrast Categorize Appraise Calculate Test Diagram Inspect Question Relate Solve Examine Classify Deduce Outline Inventory Experiment	Diagnose Propose Design Manage Hypothesize Summarize Compose Plan Formulate Arrange Assemble Collect Construct Create Organize Prepare Generate Set up Synthesize Write	Evaluate Assess Justify Appraise Rate Revise Score Select Choose Estimate Measure Argue Decide Criticize Attack Defend Judge Predict Support Value



Course Title: _____

Date: _____

Co-Curricular/Learner Outcome	Activity (optional)	Assessment

Office Use only - PO No.

THIS IS NOT AN OFFICIAL PURCHASE ORDER OF THE RED LAKE NATTON COLLEGE (INTERNAL USE ONLY)

Regulator Information

Department:

Delivery department: (Please Circle) Academics

Manager Signature

Sales Address

Student Services Business Office

CFO Approval: _____

	Maintenance	Security	Development
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100	1	1	1

President Approval

President's Office

Pharm Ed:

Notes:

Tedrick, J. A. (1997). *Journal of Management Education*, 21(1), 10-15.

Email Address:

1

Employ Address

Notes	Per Accommodation Bookings:-
For Flights:- <ul style="list-style-type: none"> - Flight details (date/time/airline, departure airport/destination airport) - Traveller's name as appears on their passport 	<ul style="list-style-type: none"> - Dates of stay - Name & location of hotel - Number of nights required - Details if booking is to include breakfast/lunch/evening meals



Red Lake Nation College Community Education Registration

Course Information

Course you are registering for:

Date(s) of course:

Personal Information

Name (Last, First, Middle)

Current Mailing Address

(Street, PO BOX/Rural Route)	City	State	Zip Code	County
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Personal Phone	Work Phone	E-mail Address
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Demographic Information

The following will help the Red Lake Nation College evaluate community education policies. Providing information is voluntary.

Gender: ☐ Male ☐ Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?

☐ Yes ☐ No

Race and ethnic background (select all that apply).

☐ American Indian or Alaska Native

☐ Red Lake Band of Chippewa Indians

☐ Other Tribe:

☐ Direct Descendant (List Band):

☐ Not Tribally Enrolled

☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander
☐ White

How did you find out about RLNC Community Education:

Signature:

Date:

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
OR	
Employer identification number	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

