

*WISN Professional Development/UW-La Crosse Credit  
Course Options--Spring 2014  
Events from January 8 – May 20, 2014*

UW-La Crosse Graduate Credit Course Registration Form  
**WISN Partner 1 credit fee: \$130**  
**WISN Non-Partner 1 credit fee: \$160**

1. Apply online for UW-La Crosse Admission-- Instructions on page 3.
2. Complete credit course registration form below and mail form and payment to address at bottom of page 1.
3. All eligible fall events are listed on page 2. You may register for more than one event credit on this form by checking the blank next to the event. Tuition for all event credits selected on this form is required with registration.

**\*\*\*DEADLINE\*\*\* UW-La Crosse online admission application, credit course registration form and payment must all be received within 4 days of the first day of class to be enrolled for credit.**

First name: \_\_\_\_\_ Middle Initial: \_\_\_ Last Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ (required)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Form of Payment (Circle One): A 2.75% fee added to all credit/debit card payments.**

Mastercard American Express Discover Diners Club Visa Check Enclosed

Card #: \_\_\_\_\_ Exp/Date: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Print Name of Cardholder: \_\_\_\_\_

**Return this form along with credit card information or check for \$130 (\$160 WISN Non-Partner) made payable to UW-La Crosse to: Briana Meuer, 264 Morris Hall, 1725 State Street, La Crosse, WI 54601 or call Briana Meuer at 608-785-6513 (toll free: 866-895-9233, Ext. 3) to register using your credit card or fax registration to 608-785-6547.**

## SPRING EVENTS ELIGIBLE FOR UW-LA CROSSE GRADUATE CREDIT

*(\*\*Each event credit course confers one credit)*

### Please note:

The spring credit registration form is available on the registration site for each individual WISN event eligible for credit. You may register for credit for events on any of these forms.

### January:

- \_\_\_ January 08, 2014 - Visitation: School Utilizing Interdisciplinary Learning Collaboratives
- \_\_\_ January 09, 2014 - Visitation: School Utilizing Green School Model
- \_\_\_ Jan 13 to Jan 15, 2014 - Project Based Learning: Buck Institute (Elementary)
- \_\_\_ January 16, 2014 - Visitation: School Utilizing Montessori Model
- \_\_\_ January 17, 2014 - Visitation: School Utilizing Restorative Justice
- \_\_\_ January 21, 2014 - Visitation: School Utilizing Multiage Model
- \_\_\_ January 23, 2014 - Visitation: School Utilizing Online/Blended Learning
- \_\_\_ January 28, 2014 - Governance Board Training: Part 1
- \_\_\_ January 29, 2014 - Personal Learning Plans for Staff and Students: Part 1
- \_\_\_ January 30, 2014 - Personal Learning Plans for Staff and Students: Advanced
- \_\_\_ January 31, 2014 - Building Culture through Advisories and Teamwork

### February:

- \_\_\_ February 03, 2014 - Grade Reports and Transcripts (CWCS)
- \_\_\_ February 04, 2014 - Collaboration Day: Southwest Region
- \_\_\_ February 05, 2014 - Visitation: School with Strong Focus on School Culture
- \_\_\_ February 05, 2014 - Personal Learning Plans for Staff and Students: Part 1
- \_\_\_ February 06, 2014 - Personal Learning Plans for Staff and Students: Advanced
- \_\_\_ February 07, 2014 - Visitation: School Utilizing Project-Based Learning
- \_\_\_ February 11, 2014 - Visitation: School Utilizing Teacher-Led Model
- \_\_\_ February 17, 2014 - Project Based Learning: Buck Institute (Middle/High School)
- \_\_\_ February 18, 2014 - Project Based Learning: Buck Institute (Middle/High School)
- \_\_\_ February 19, 2014 - Project Based Learning: Buck Institute (Middle/High School)
- \_\_\_ February 19, 2014 - Visitation: School Utilizing Place-Based Learning
- \_\_\_ February 21, 2014 - Utilizing Data that Matters
- \_\_\_ February 25, 2014 - Visitation: School Utilizing Creating Your Ideal Learning Environment Tour

### March:

- \_\_\_ March 04, 2014 - Visitation: School Utilizing Inquiry-Based Learning Model
- \_\_\_ March 06, 2014 - Make Your School Financially Sustainable
- \_\_\_ March 11, 2014 - Project Based Learning Advanced: Making Thinking Visible
- \_\_\_ March 13, 2014 - Visitation: School Utilizing Restorative Justice
- \_\_\_ March 26, 2014 - 2014 WISN PRE-Conference on Innovation (Wednesday ONLY)
- \_\_\_ March 27, 2014 - 2014 WISN Conference on Innovation (Thurs ONLY)
- \_\_\_ March 28, 2014 - 2014 WISN Conference on Innovation (Fri ONLY)

### April:

- \_\_\_ April 02, 2014 - Collaboration Day: Northeast Region
- \_\_\_ April 03, 2014 - Visitation: School Utilizing Inquiry-Based Learning Model

- \_\_\_ April 07, 2014 - Visitation: School Utilizing Arts integration Model
- \_\_\_ April 08, 2014 - Reinventing Special Education: Part 1
- \_\_\_ April 09, 2014 - Collaboration Day: Southeast Region
- \_\_\_ April 10, 2014 - Collaboration Day: Milwaukee Region
- \_\_\_ April 11, 2014 - Governance Board Training: Part 1
- \_\_\_ April 30, 2014 - Personal Learning Plans for Staff and Students: Advanced

May:

- \_\_\_ May 02, 2014 - Creating powerful Orientations for Staff, Students, parents and Boards: Part 1
- \_\_\_ May 06, 2014 - Developing Effective Professional Learning Communities
- \_\_\_ May 07, 2014 - Visitation: School Utilizing Online/Blended Learning
- \_\_\_ May 13, 2014 - Governance Board Training: Part 1
- \_\_\_ May 15, 2014 - Visitation: School Utilizing Conscious Discipline
- \_\_\_ May 20, 2014 - Visitation: School Utilizing a Service Learning Model

**• PLEASE FOLLOW THE DIRECTIONS ON THE NEXT PAGE TO APPLY ONLINE TO UW SYSTEM**

# UWL-Continuing Education and Extension Credit Courses

## Online Application Information

**Effective 2013-2014**

All participants who wish to earn academic credit must have an active ONLINE application on file at UW-L and be registered for the course. Please follow these steps to ensure you are registered for the course you complete: **1) Online application, 2) your completion of the course attendance sheet (or registration form) on the first day of class with your 3) payment sent to UWL.**

### **Must you submit an application for admission?**

**DO NOT SUBMIT an application if taking a:**

- **spring 2013 class and previously completed a fall 2013;**

**SUBMIT an application if:**

- ***You do not fall into the above category. Contact Briana Meuer in Continuing Education & Extension at (608) 785-6513 for application assistance if needed.***

### **Applying for admission:**

1. **Submit** online applications prior to the start of the course when possible.
2. **Access** the UW System Electronic Application at <https://apply.wisconsin.edu>.
3. **Create** a username and password if *you are a first time user of the online application.*
4. **Keep** your UW System online application username and password in a safe location to use later.  
***First time application will take approximately 30 minutes. Future applications will take less time using your original username and password.***
5. **Contact** the UW System Higher Education Location Program (HELP) Office if you need assistance completing the electronic application via phone at (800) 442-6459, Monday through Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 4:30 p.m.
6. **Carefully answer initial application questions to ensure appropriate type of app is submitted:**
  - **Applying To.....** **UW-La Crosse**
  - **Are you taking this course for UG or GRAD credit? Answer the question below correctly!!**
  - **Reason for Applying** **GRADUATE** courses for personal/professional development  
**UNDERGRADUATE** course for personal/professional development
  - **Applying As.....** **Continuing Education & Extension**
  - **Term .....** **Term (Semester) & year** you will attend! **GENERALLY** they are:  
**September – December dates = fall course (NOTE: some fall courses begin mid August)**  
**January – May dates = spring course (NOTE: some summer courses begin mid May)**  
**May – August dates = summer course (NOTE: some fall courses begin mid August)**  
**Contact Briana Meuer in Continuing Education & Extension Office at (608) 785-6513 if you are unsure of the term for your class.**
7. **Applicants will be required to answer questions about the years income taxes were paid, driver's license history, and years voted in elections in order to ensure their application is complete. These questions may not apply to applicants but are required to determine residency for tuition purposes. Please make sure to review your personal information each time you submit an application for admission.**
8. **PLEASE DISREGARD** application questions regarding:
  - **payment**
  - **a course number or course name**
  - **a narrative on why you want to attend UWL**

**CONGRATULATIONS! YOU HAVE NOW COMPLETED THE ONLINE APPLICATION PROCESS.**

**Finding Your Grade and Helpful Tips**  
**UW-La Crosse WINGS Student Center Web Page**

Go to your WINGS Student Center to view grades and order transcripts @ <https://wings.uwlax.edu>  
Your username and password are required for access.

- **Enrolling to UWL for the first time?** Your WINGS Student Center username (UW-L student ID number) and password will be sent via the **e-mail address listed on your UWL admission application**. Please keep this information in a secure place!!
- **Returning UW-L student?** Your WINGS Student Center username (UW-L student ID number) and password would have been sent to you at the time of admission.
- Keep username and password in a convenient, secure location--you will use them often!

**Instructions to Find Grade in “WINGS”:**

1. Go to: <https://wings.uwlax.edu> WINGS Sign In Page

2. Username: Enter your NetID: \_\_\_\_\_ (Your NetID is the 8.4 format, the first 8 letters of your last name followed by a (.) period and the first 4 letters of your first name.

Example:

Name: Jill Shannon

NetID: shannon.jill

**(Former students will use their student ID number to log-in to WINGS. If you do not know your student id#, please contact Briana Meuer at 608.785.6513 to have it mailed to you.)**

Enter Password:

**Forgot your password? If you are a current student, click “Password Recovery” and it will be sent to your UWL email account: 1 = 8 letters of last name, “.” 4 letters of first name @uwlax.edu—EX: [smith.mary@uwlax.edu](mailto:smith.mary@uwlax.edu)**

**Never set up a password? Please go to <https://secure.uwlax.edu/password/> and follow the options to activate your account.**

If problems still occur, contact our IT Department at 608-785-8774.

3. Student Center box – locate the drop down menu inside this box that says “other academic...” and choose the ‘GRADES’ option.

4. Choose the semester that you want and your grades will appear.

**Final Tips:**

- Submit your online application for admission prior to the start of the course to ensure you will be able to earn academic credit.
- **Keep your UW System Electronic Application username and password** in a safe location so you can save time when completing a future application.
- **Keep your UW-La Crosse WINGS Student Center username and password** in a safe location so you can view your grades and order transcripts.

**WI Innovative Schools Network  
in partnership with  
UW-LA CROSSE  
CREDIT COURSE Requirements**

1. Register, pay for, and participate in WISN conferences, workshops, and/or professional development workshops.
2. Credit requirements:
  - **One credit**  
Attend **at least one day** of WISN conferences, workshops, and/or professional development workshops and write a paper which reviews the key points of the sessions and the application of these points to your educational position. Mail or e-mail your paper (approximately 3 pages) and obtain feedback from the assigned instructor.
  - **Two credits**  
Attend WISN conferences, workshops, and/or professional development workshops for **two or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan. Correspond with your assigned faculty member periodically to receive feedback (at least twice during the term).
  - **Three credits**  
Attend WISN conferences, workshops, and/or professional development workshops for **three or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan. Correspond with your assigned faculty member periodically to receive feedback (at least twice during the term).
  - **Four credits**  
Attend WISN conferences, workshops, and/or professional development workshops for **four or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan. Correspond with your assigned faculty member periodically to receive feedback (at least twice during the term).
  - **Five credits**  
Attend WISN conferences, workshops, and/or professional development workshops for **five or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan. Correspond with your assigned faculty member periodically to receive feedback (at least twice during the term).
  - **Six credits**  
Attend WISN conferences, workshops, and/or professional development workshops for **six or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan. Correspond with your assigned faculty member periodically to receive feedback (at least twice during the term).

## Assessment procedures:

Students will be graded on the depth of reflection, the way that they incorporate both theory and experience, and the effectiveness of the written communication. The rubric for this assignment clarifies specific expectations for both reflection content and writing effectiveness.

### Rubric for WISN Credit Courses

Criterion	Standard
<i>Responsiveness to Topic</i>  Score / 20	20 – clearly addresses the topic and responds effectively to all aspects of the assignment; 18 – clearly address the topic, but may respond to some aspects of the assignment more effectively than others 16 – addresses the topic, but may slight some aspects of the topic 14 – indicates confusion about the topic or neglects important aspects of the assignment 12 – suggests an inability to comprehend the assignment or to respond meaningfully to the topic
<i>Communication of Ideas</i>  Score / 20	20 – explores the issues showing thorough comprehension of the issue; goes beyond the obvious or discussion of the collaborative group 18 – shows some depth and complexity of thought 16 – may treat the topic simplistically or repetitively; doesn't demonstrate sufficient comprehension of the topic 14 – lacks focus, demonstrates confused or simplistic thinking, or fails to communicate ideas 12 – is unfocused, illogical, incoherent or disorganized
<i>Organization</i>  Score / 20	20 – is coherently organized, with ideas supported by apt reasons 18 – is well organized and developed with appropriate reasons and examples 16 – is adequately organized and developed, generally supporting ideas with reasons and examples 14 – is poorly organized and/or undeveloped; lacks support from information shared at the event 12 – is undeveloped; provides little or no relevant support
<i>Control of Mechanics, Sentence Structure, Grammar, Spelling</i>  Score / 10	10 – is generally free from errors in mechanics, usage, and sentence structure 8 – may have a few errors in mechanics, usage, and sentence structure 6 – may have some errors, but generally demonstrates control of mechanics, usage, and sentence structure 4 – is marred by an accumulation of errors in mechanics, usage, and sentence structure 2 – has serious and persistent errors in word choice, mechanics, usage, and sentence structure