

**Miskwaagamiwi-zaaga'iganing
Gabe-gikendaasoo-wigamig**



Aanike-gikinoo'amaagozing

Continuing Education Manual

Revised July 2024

Address from the Director of Equity, Cultural Education, and Archives

Boozhoo Gakina Awiiya,

Welcome to the Continuing Education program at Red Lake Nation College. The goal of our program is to enrich the lives of our community through “apane nanda-gikendang” always seeking knowledge.

We strive to build and maintain partnerships within our community and the surrounding area including; schools, agencies, and businesses to provide quality training opportunities required for employment, college readiness, transition, promotion, success, Ojibwe culture, Ojibwe language and lifelong learning.

It is our hope to present these opportunities to our community thereby increasing community involvement on our campus.

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

Sincerely,

Director of Equity, Cultural Education, and Archives

Red Lake Nation College

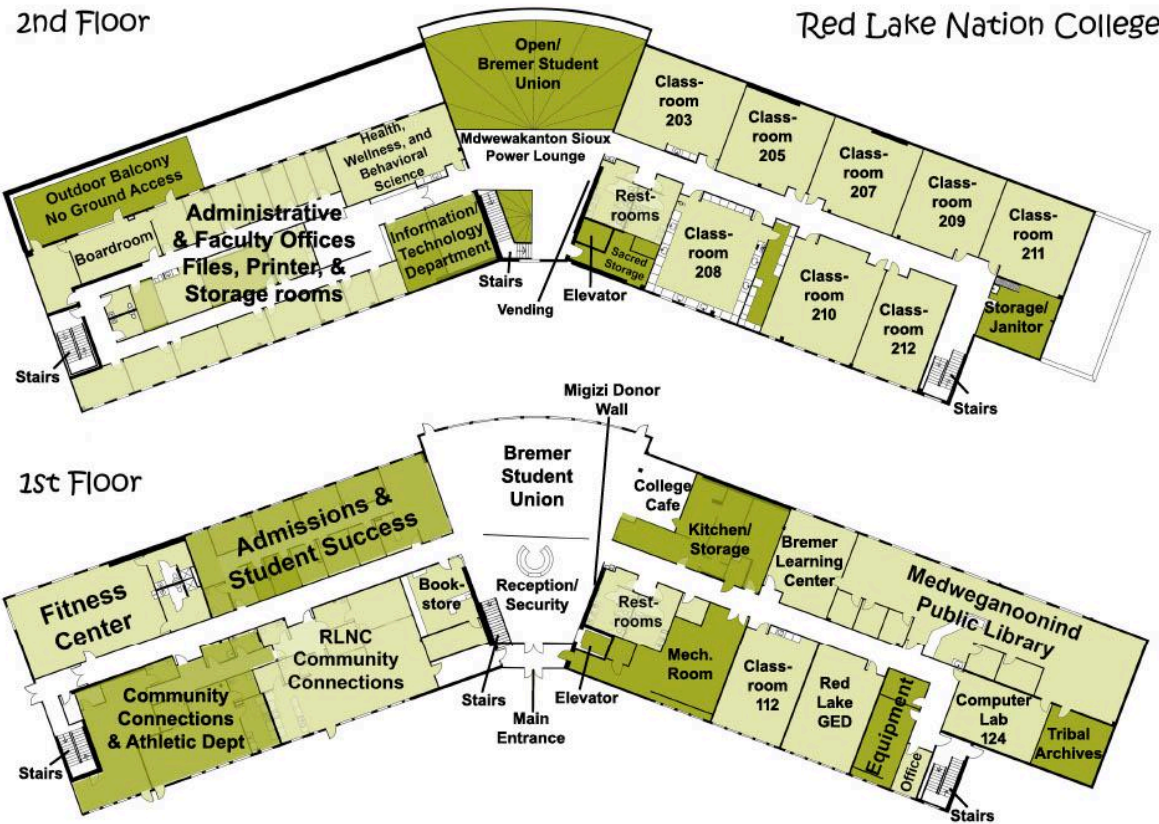
Table of Contents

Address from the Director of Equity, Cultural Education, and Archives	3
Table of Contents	4
Continuing/Community Education Contact Information	6
Co-Curricular Programming	7
Identity	7
Leadership	7
Culture	7
Civic Responsibility	7
Success	7
Global Awareness	7
Continuing Education Units	8
Participant information	9
Registration	9
Cost of Attendance	9
Grades/Certificates	9
Participant Support Services	10
Instructors	10
Instructor Qualifications	10
Instructor Contracts	10
Instructor Pay	11
Requisition for Supplies	11
Technology Needs	11
Duplication Services/Copiers	11
Instructor Responsibilities	11
Campus Safety and Security	12
General Procedures	12
Crime and Emergency Reporting	12
Class Cancellations & Notification	12
Public Code of Conduct	12
Disciplinary Actions	13
Appeal Process	14
Trespass to Property	14
Appendix Items	15
Registration Sheet (Sign-In)	15
Background Check Authorization	18
Continuing Education Calculation Form	20
Continuing Education Unit (CEU) Program Proposal Form	21
Confidentiality Acknowledgement	27

RLNC Contract for Services Template	28
Continuing Education Unit (CEU) Course Evaluation Form	29
Continuing Education Course Syllabus Template	30
Employee Emergency Contact Form	31
Multimedia Participant Consent Form	32
Outcomes Assessment	33
Verbs for Use in Writing Learner/Co-Curricular Outcomes	34
Registration Form	36
Community and Continuing Education Manual Acknowledgement	37

Continuing/Community Education Contact Information

Director of Equity, Cultural Education, and Archives
floyd.jourdain@rlnc.edu
(218) 382-1491



Co-Curricular Programming

Red Lake Nation College has defined “co-curricular programming” as programs and learning experiences that complement the academic curriculum and enhance the mission of the Red Lake Nation College. Continuing 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. Learning will be assessed through 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. Membership and participation on the Student Council and other student organizations will be used to assess learning.

Culture

Outcome: Participants will demonstrate Anishinaabe awareness and knowledge. Participation in Monday Gatherings and other events held on campus will be assessed to determine learning.

Civic Responsibility

Outcomes: Participants will communicate effectively with others both verbally and in writing. Participants will assume a sense of civic responsibility and a commitment to public life. Continuing Education courses and Service Learning Activities will be used to measure learning.

Success

Outcome: Participants will cultivate a propensity for lifelong learning. Participation in tutoring, Service Learning activities, the Success Mentor Program and the Pass Committee will be used to assess learning.

Global Awareness

Outcome: Participants will gain a greater awareness of global and multicultural perspectives.

Continuing Education

Continuing Education is an opportunity for local community, schools, agencies and institutions to become active partners in addressing education and community concerns. Continuing Education embraces these beliefs: education is a lifelong journey, everyone in our community shares a responsibility for educating our community, and everyone has a right and responsibility to address the needs of the resources to improve our community.

Continuing Education is working to provide programming with a cultural focus, in alignment with our RLNC mission, here on campus. Partnering with others allows our program to reach a greater audience and offer a wider range of programming. We look forward to adding partners and programming in the future.

Extension

The Red Lake Nation College Extension Program mission focuses on promoting holistic health and wellness and sustainable interaction with natural resources grounded in our Ojibwe language and culture. RLNCEP programming will focus on community mental health through informal education programming to enhance community vitality and public health and well-being.

Red Lake Nation College is a new Land Grant College established in September 2019. This made it possible for our college to establish an Extension program here on campus. As defined by the United States Department of Agriculture, National Institute of Food and Agriculture, Extension is non-formal learning activities provided to a variety of communities. Extension utilizes research and education to bring knowledge directly to the people to create positive changes.

Through our newly formed Extension programming we work to extend learning and research opportunities out into the community. Programming will include: building a medicine garden, providing individual and group counseling with a Native mental health provider, seeking out community members to provide spiritual support, and providing participants with prevention coping skills for holistic care.

Workforce Development

Workforce development provides training opportunities for employees and employers to improve the skills of the workforce here in our community. We work with local agencies to identify training needs and to provide these services, in a culturally relevant manner, at a great savings to our community. Future plans include: Red Lake Nation history, customer service training, Excel training, and any other needs identified by local agencies.

Continuing Education Units

Red Lake Nation College is able to provide continuing education units for non-academic continuing education activities.

Red Lake Nation College has adopted the standard definition of the Continuing Education Unit (CEU), 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 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.

Participant information

Registration

Participants 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, Participants will not be permitted to register for those courses until fees are paid.

Grades/Certificates

Participants will receive grades for participation in community/continuing education events in which CEU's are provided. Participants will receive a grade of "satisfactory" on the basis of attending at least 100% of the class meetings and completing 100% 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.

Participant Support Services

If participants require additional support, assistance, or tutoring, arrangements can be made with the Director of Equity, Cultural Education, and Archives.

Instructors

Instructor Qualifications

The Director of Equity, Cultural Education, and Archives will seek instructors to facilitate courses, who possess the knowledge and experience required to effectively teach adult learners. For Workforce Development 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 Equity, Cultural Education, and Archives. 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 Equity, Cultural Education, and Archives prior to the start 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 Equity, Cultural Education, and Archives 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 Equity, Cultural Education, and Archives no later than two weeks prior to the course being offered. This will allow ample time for the Business Office to process all necessary paperwork. 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/or VIBE Boards, 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.edu, or by office phone at (218) 382-1510.

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 Equity, Cultural Education, and Archives.

Instructor Responsibilities

- Attendance Rosters
Instructors are responsible for ensuring that all students are listed on the attendance roster. Any participant whose name does not appear on the attendance roster should be verified with the Director. All participants 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 participants.
- Grading
Participants 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, participants 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 participants/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 canceled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The Director or designee will determine cancellation of classes. You may call RLNC at (218) 380-7100 for any weather related announcements or cancellations. Class cancellations on the Red Lake Campus will be posted on Facebook and on the College website.

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 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 or 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 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 or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.
- The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.
- Unauthorized solicitation of individuals and/or distribution of materials.
- Negligent or harmful parental/guardian supervision of children 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

Registration Sheet (Sign-In)



EVENT NAME _____

Event Location _____

Date _____

SIGN-IN SHEET

Name	Tribal Affiliation	Circle One
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member

		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member
		Staff Faculty Community Member

Background Check Authorization



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 the 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 details 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 Calculation Form



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.

1.1 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 Unit (CEU) Program Proposal Form



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 instructors 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 Equity, Cultural Education, and Archives
P.O. BOX 576
Red Lake, MN 56671
Ph: 218-382-1491



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

Confidentiality Acknowledgement

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 Template



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.

- SERVICES:** The consultant shall perform the services described below:
Description of Services:
RLNC Contact Person:
Event Date: _____ Location: _____
Start Time: _____ End Time: _____
- COMPENSATION:**
- TERMS OF PAYMENT:** Consultant will be mailed a check payable to:
- 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.
- TERMINATION:** This contract may be terminated at no cost to either party upon 30 days advance written notice.
- 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 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)

Multimedia Participant Consent Form

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 5567

Outcomes Assessment



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	Discuss	Compute	Distinguish	Diagnose	Evaluate
List	Describe	Demonstrate	Analyze	Propose	Assess
Recall	Explain	Illustrate	Differentiate	Design	Justify
Name	Identify	Operate	Compare	Manage	Appraise
Recognize	Translate	Perform	Contrast	Hypothesize	Rate
State	Restate	Interpret	Categorize	Summarize	Revise
Repeat	Recognize	Apply	Appraise	Compose	Score
Record	Express	Employ	Calculate	Plan	Select
Label	Locate	Use	Test	Formulate	Choose
Arrange	Report	Practice	Diagram	Arrange	Estimate
Duplicate	Tell	Schedule	Inspect	Assemble	Measure
Match	Convert	Sketch	Question	Collect	Argue
Memorize	Distinguish	Prepare	Relate	Construct	Decide
Order	Estimate	Modify	Solve	Create	Criticize
Relate	Indicate	Predict	Examine	Organize	Attack
Reproduce	Select	Extrapolate	Classify	Prepare	Defend
	Sort	Manage	Deduce	Generate	Judge
		Choose	Outline	Set up	Predict
		Solve	Inventory	Synthesize	Support
			Experiment	Write	Value



Course Title:

Date:

Co-Curricular/Learner Outcome	Activity (optional)	Assessment

Registration Form



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

Personal Phone Work Phone E-mail Address

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. <i>See Specific Instructions on page 3.</i>	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> </table>																		
or																		
Employer identification number																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> </table>																		

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 for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Community and Continuing Education Manual Acknowledgement



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 Equity, Cultural Education, and Archives (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