

## Field Studies

Field-study courses deepen participants' understanding of history, culture, arts, language, and the environment of another region or country. Courses are offered during weekends, Winter Holiday, Spring Break, and summer months.

## Theme Wings and Houses

Theme Wings and Houses provide stimulating living and learning experiences. Students with related academic interests group together in residence halls or in Theme Houses.

Theme Houses have included Art, Writing, Music, and Photography. To be eligible students must:

- have earned at least 30 college credits
- have a GPA of 3.0 or permission of Theme House faculty sponsor
- serve as leaders in Theme House related courses and activities
- and meet Trapper Village West housing requirements and complete required housing forms.

Theme House students participate in specially designed courses that provide advanced study, skill development, and applied activities in the community. With permission, interested advanced students not living in the wings/houses may also participate in Theme-related learning activities. See Residence Life materials for more theme-based living options.

## Academic Activities

Northwest College fields teams in Forensics, Equine Judging, and Livestock Judging. Teams have achieved significant rankings nationally and regionally.

Students, regardless of their degree program, have opportunities to participate in academic-based clubs and campus activities.

Visit the Enrollment Services Office for more information about these academic-related activities, or visit the college Web site at [www.northwestcollege.edu](http://www.northwestcollege.edu).

## Phi Theta Kappa – Honor Society

The purpose of the Phi Epsilon Chapter of Phi Theta Kappa International Honor Society is to promote scholarship, the development of leadership and service, and the cultivation of fellowship among qualified honor students at Northwest College. A student must successfully complete 15 credit hours of course work and earn a 3.5 grade point average to be eligible for membership. Those accepted into the Honor Society may participate in a special leadership development seminar.

## Capstone Courses

All students graduating from Northwest College complete a capstone course as a part of their degree requirements. In capstone courses, students

- demonstrate their understanding of and ability to apply important knowledge and skills in their field as well as from general education; including the all-college outcomes;
- receive feedback on their work from professionals beyond the instructor;
- contribute information that will help faculty know how to redesign their curriculum so students more effectively master important knowledge and skills.

## Extended Campus

Northwest College recognizes the need for education access and lifelong learning. The Office of Extended Campus provides educational opportunities in Park, Big Horn, and Washakie Counties.

Extended Campus credit courses duplicate the standards and requirements set at Northwest College. NWC offers on-site instruction and interactive television courses in several Basin communities including a center in Cody, Wyo. Residents seeking additional information about the programs and services available in their area are encouraged to contact the Office of Extended Campus.

Internet course delivery supplements site-based delivery. See the NWC Semester Class Schedule, the NWC Web site [www.northwestcollege.edu](http://www.northwestcollege.edu), or use WebAdvisor for details on available courses.

## Concurrent Enrollment

Concurrent enrollment courses are college-level classes offered by Northwest College where qualified high school students earn both high school and college credit. Northwest College offers these courses to give high school students around the Big Horn Basin an opportunity for advanced placement, additional opportunities for growth and educational development, and encouragement to continue their education after high school graduation.

To be eligible, high school students must have signed approval by their high school principal or counselor and seek admission at Northwest College as a special student (see page 6). Students must then enroll in the course for both high school and college credit, meeting any college prerequisite requirements associated with the course.

More information is available from the NWC Enrollment Services Office or from high school counselors.

## Tech Prep

Northwest College has Tech Prep agreements with high schools in Montana, Wyoming, and Idaho. To apply for Tech Prep credit, students should visit the Extended Campus Office. See Alternative Credit Charges page 10.

## Work Force Development and Continuing Education

The College provides a variety of training programs, certificates, and courses in which participants master the technical, problem-solving, and interpersonal skills expected for today's work force. Contract training can be customized for a specific business. Skill-focused sessions are open to those throughout the Big Horn Basin. For additional information, contact the Director of Workforce Development.

## Cooperative Education, Independent Study, and Internships

Students are encouraged to complete an internship and/or cooperative-learning work experience in order to deepen their knowledge and build their employment skills. A number of the college's degree specializations require an internship experience. Faculty advisors and the Director of Work-based Learning Programs are excellent resources for identifying appropriate working-and-learning situations.

Students may complete a maximum of 12 credit hours of cooperative education, independent study, and internship credit to fulfill associate degree requirements, applying no more than six credits of any one of these options toward the total of 12 credits. To receive credit, students must enroll in these options and successfully meet their contracted learning objectives.

The college assesses regular tuition and fees for each credit. The Registrar notes the course on the student's transcript by listing the course, the credit earned, and the grade earned.

### COOPERATIVE EDUCATION

Cooperative Education allows students to earn academic credit and gain on-the-job experience in paid positions related to their fields of study.

A student who wants to participate in the Cooperative Education Program may already be employed in a related field or may seek the assistance of the Office of Work-based Learning in finding suitable employment. The employer always has the final decision in hiring. The student, a faculty advisor, the Cooperative Education Director, and the employer enter into an agreement which defines the student's learning objectives. Cooperative Education students must also attend seminars and complete additional course requirements as outlined in course syllabus.

Eligibility for Cooperative Education differs for full-time and part-time students.

- Full-time students must concurrently enroll in a minimum of 12 credit hours.
- Part-time students must have com-

pleted at least 12 credit hours of post-secondary education.

Registration for Cooperative Education is open. However, if the paperwork is in place, registration can run concurrently with the semester. All registration for Cooperative Education is done through the Office of Work-based Learning. Students will be given start and end dates for their Cooperative Education experience along with a drop date in case the student decides to drop.

Students may apply for a total of six Cooperative Education credits. Each credit hour will equal 30 hours in the workplace.

### INDEPENDENT STUDY

Independent study courses allow students to design individualized academic courses in cooperation with a full-time faculty member. Students may take up to three credits of independent study per semester but may apply only a total of six credits of independent study toward an associate's degree.

Students may obtain forms for independent study from the Instructional Offices.

### INTERNSHIPS

The Internship program allows students to gain professional experience through placement with a business or organization within the Big Horn Basin or beyond. Internships may or may not be paid work experiences, but they all involve a structured planning and evaluation process. Internship students must also attend seminars and complete additional course requirements as outlined in course syllabus. They provide students the opportunity to observe and participate in a profession.

Students may apply a total of six internship credits toward graduation. For more information, contact a faculty member within the particular discipline of interest.

Each credit hour will equal 30 hours internship.

## Developmental Courses

A strong foundation in math, writing, and reading is essential for college success. Students complete placement testing in these subject areas before they register for classes the first time. Students

who do not score at the college level on these tests will be placed in courses designed to support development of these important skills. Developmental courses carry college credit but do not count toward graduation requirements. Students who believe their test scores do not reflect their proficiency in these subjects may take the computer test again or ask to complete a paper and pencil version.

Study skills are another important element for college success. Northwest College offers two one-credit courses to help students acquire these critical skills. HMDV 1000 and 1010 are useful in helping students master use of the electronic library, computer labs, and other important academic success skills. These courses **do count** toward graduation and are highly recommended for all students.

## Adult Basic Education, GED and English as a Second Language

Designed to strengthen basic reading, writing, and math skills for adults, the Adult Basic Education (ABE) Program meets a wide variety of individual needs and responds to a diverse population of adult learners. Instruction is handled in small groups or by individual tutoring at no cost to participants.

Individualized and small-class instruction in preparation for the General Educational Development (GED) Exam is offered throughout the year. Northwest College is a GED Testing Center. Individuals wanting to take the class or test can make arrangements with the Adult Basic Education Director.

English as a Second Language (ESL) is a program that teaches English language skills to adults whose first language is not English. The program seeks to develop an understanding of American culture and society to facilitate effective citizenship. For further information, call the NWC Adult Basic Education Director.

## Faculty Advisors

Each degree-seeking student is assigned a faculty advisor. These advisors assist students in career planning, course selection and the adoption of academic success skills.

To change a faculty advisor, students should complete a form in the Office of Instruction.

Students are encouraged to work closely with their advisor on a regular basis. This ongoing connection is critical to the greatest success with meeting transfer requirements.

Students can also find support for career planning, and academic success through Project Succeed and the Success Center.

### Wyoming Department of Employment

The Wyoming Department of Employment has an office in the Nursing and Workforce Alliance Building. The staff in this office help students identify open jobs in Wyoming and across the country. Both the Department of Employment staff and the Director of Work-based Learning provide job-preparation workshops (e.g. resumé writing, interviewing skills, employment regulations, job success skills).

### Community Education

Powell Valley Community Education, supported cooperatively by Northwest College and Park County School District Number One, provides traditional and online programs for personal enrichment, driver's education, and continuing education to residents of the Powell area. These courses cover a wide range of topics and carry no high school or college credit. Classes for adults are offered during the fall and spring semesters.

Suggestions for specific programs and instructors are welcome. For more information, call the Office of Community Education.

Noncredit classes are open to adults age 17 or older. Younger students are welcome to enroll on a space-available basis with permission of the instructor. The instructor's decision will be based on the maturity level of the student, safety factors, etc. Exceptions will be made when classes are designed specifically for youth.

PVCE also has a partnership with Powell Valley Healthcare to coordinate the Powell Community Health Fair.

### Cultural Programs

The College sponsors or hosts a wide variety of programs on topics of current interest. Performances are provided by a variety of on and off campus individuals and groups. See the NWC Web site [www.northwestcollege.edu](http://www.northwestcollege.edu) for a calendar of events.