Dear Prospective Mentor,

Welcome to Prescott College! Thank you for your interest in becoming a mentor for a student in the Resident Degree Program. Enclosed in this packet is information for you to review in order to make an informed decision about this important commitment. In addition, should you agree to act as a mentor for one or more of our students, the instructions enclosed will guide you through the process. Prescott College’s philosophy emphasizes each student’s ability to be a self-directed learner. Your participation in this learning experience expands the diversity of coursework we are able to offer.

We believe that students learn by doing – by combining direct field experiences with active, intellectual work. We do not expect you to prepare lectures; rather, we want you to work with the student to co-create the learning experience, as well as the critical presentation and evaluation of it.

The learning plan, or syllabus, takes shape through writing a course contract. We encourage both you and the student to design thoughtful contracts that will enhance and challenge the learning process. Contracts include course goals, learning objectives, activities and means of assessing learning. We recommend that you ask students to maintain a learning journal/portfolio that emphasizes clear and coherent writing. We rely on you to work with the student on course content as well as critical thinking skills.

Included in this packet you will find suggestions that will help you to build experiential components in course activities. You will also find information on philosophy, procedures, and expected outcomes for student achievement, which will help you understand what we expect of mentors. We have tried to be as specific as possible and would appreciate your comments to help us strengthen this material.

We invite you to call on us for further support or clarification. Thank you for your interest in Prescott College.

Cordially,

Jack Herring, Dean
Resident Degree Program
Mentor Packet Contents

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Credential Documentation Requirements

Prescott College greatly appreciates the effort and expertise that each mentor brings to our Resident Degree Program students!

The Higher Learning Commission, a member of the North Central Association of Colleges and Schools (Prescott College’s regional accrediting agency), requires that our mentor files contain the following documents from each mentor:

- Résumé or curriculum vitae
- W-9 tax form

Additionally, the Internal Revenue Service requires that we obtain a:

- W-9 tax form

In order to be considered a mentor, all required paperwork must be on file prior to beginning work with a student. Mentors who do not have completed files will not be considered eligible mentors, will not receive payment, and the student will not receive credit for the study. The signature on the independent study contract acts as an employment contract between the College and the mentor.

Mentors must have a graduate-level degree and, preferably, teaching experience in the relevant content area. Exceptions may be made by the student’s advisor if the mentor has the equivalent of graduate-level learning in life experience and appropriate teaching experience.

The résumé and W-9 can be submitted with the student’s independent study contract, or it can be mailed to the following address.

Prescott College
Attn: Jamie Bjune
220 Grove Avenue
Prescott, AZ 86301

Once the required documents are completed and submitted, the mentor will be entered in the system and become eligible to teach independent studies in their field and be paid the mentor stipend. Information on how to contact eligible mentors is made available to students. Files not actively used after 2 years will be destroyed. If the mentor works again for the college after 2 years, they will need to resubmit their résumé and W-9.
**Stipend Procedures**

**Mentor Credential File**
We attempt to make the mentor stipend process as straightforward as possible. For stipends to be issued, the following three requirements must be met.

1. Résumé and W-9 on file with Resident Degree Program (RDP) (See Credential Documentation Requirements section)
2. Mentor portion of independent study contract completed
3. Narrative evaluation form and grade roster completed and submitted to the Registrar’s Office

**Please allow 6-8 weeks to receive stipend after all credentials and the evaluation have been received by the College.**

**Stipend Scale**

**Independent Study (per student)**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 semester credits</td>
<td>$200</td>
</tr>
<tr>
<td>8 semester credits</td>
<td>$400</td>
</tr>
</tbody>
</table>

**Group Independent Study (maximum of 5 students)**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 semester credits</td>
<td>$200/student</td>
</tr>
<tr>
<td>8 semester credits</td>
<td>$400/student</td>
</tr>
</tbody>
</table>

**Co-taught Independent Study**
If a mentor is co-teaching with another mentor or a regular RDP faculty member, the stipend will be divided equally between the two mentors.

**Incomplete Independent Study**
If a student has done due diligence on a course, but is unable to finish by the last day of the term, the mentor may choose to assign a grade of “Incomplete,” allowing the student more time to finish. (See section titled “Assigning a Grade of Incomplete for more information.) The mentor will not receive payment until the incomplete is changed to a “credit,” “no credit,” or a letter grade.

If a mentor experiences a problem with receiving payment, the mentor should contact the RDP Dean’s Office (928-350-2003) to inquire about the status. Students should not be asked to advocate for payment on behalf of a mentor.
General Information about Mentoring Independent Studies

Independent studies are initiated by the student to enhance his/her coursework at Prescott College. Following are answers to some questions you might have.

What is my time commitment?
The student is expected to spend approximately 45 hours of work for each semester credit. The typical independent study contract will be for 4 semester credits. Therefore, the student commits to approximately 180 hours of reading, writing, practicing skills, research, etc. A mentor is asked to meet with the student 1 to 3 hours per week for a semester class, and 2 to 5 hours per week for a block class. A group independent study (an independent study in which there are 2 to 5 students enrolled and participating for the same study) must meet at least 2 to 2.5 hours per week.

Weekly meeting times and locations are arranged by participants. There is no “typical” meeting place. Meeting places may be offices, homes, restaurants, libraries, schools, etc.

Budget/Resources?
The College cannot provide course budget money, material, or resources (vans, equipment, classrooms, etc.) for independent studies or group independent studies. Students are responsible for acquiring these resources on their own.

However, mentors may have access to use of the Prescott College Library. (See the section titled “Library Services for Mentors” for more information.)

Assigning a Grade of “Incomplete”
If extenuating circumstances prevent a student from completing the required work, an Incomplete may be assigned by completing the proper form. The advisor should be consulted in the event a student is receiving an Incomplete. (See the section titled “Evaluation of the Completed Work and Submission of the Evaluation” for more information on how to assign an “Incomplete.”)

Conflict of Interest
Relatives, significant others, and close friends of students are not eligible to mentor courses due to potential conflicts of interest. Disregarding this policy may result in the student not being eligible for credit for the course and the mentor not receiving payment.

Due Dates
- The W-9 tax form and résumé must be submitted to the RDP Dean’s Office or attached to the contract prior to beginning work on an independent study.

- The student’s independent study contract is due to the Registrar’s Office by the dates published in the registration material for that term (defined as the block or semester in which the student was registered for the independent study). The contract must be complete at the time of submission (i.e., all information blanks filled in and all mentor information on file). It is the student’s responsibility to keep the mentor advised of deadlines.

- Evaluations (both the student self-evaluation as well as the mentor/instructor evaluation) are due to the Registrar’s Office within 2 weeks of the official end date of the term for which the student is registered. All mentors must have current email addresses, as evaluations
Where can I find the forms I need?
Most of the forms you may need as a mentor are available online through the College’s website. The forms you may need are listed below. Samples of these forms are available for your reference in Appendix C of this packet.
- W-9 tax form
- Independent study contract
- IS Risk Management Form A for International/Intercultural Studies
- IS Risk Management Form B for Human Services Studies
- IS Risk Management Form C for Field Based Studies
- Instructions for narrative evaluation form
- Guidelines for faculty narrative evaluation
- Narrative evaluation form
- Incomplete course contract
- PC-PUSD Project Proposal Form

There are a couple of ways to access the forms.
- You can type the following web address into your web browser to directly access the RDP Forms page. That address is http://www.prescott.edu/students/rdp/forms.html#indystudy.
- Or, you can access it from the Prescott College website’s homepage at www.prescott.edu. From the homepage click on “Forms and Documents” in the “Quick Links” box. Then click on the “Student Forms” link.

*Please use the sample forms in Appendix C of this packet only for reference. Access the actual forms online to ensure that you are using the most up-to-date versions.*
Introducing the Independent Study Contract

Students participate in directing and individualizing their learning through the development of an independent study contract. Students and mentors collaborate and negotiate on all aspects of the contract including, but not limited to, course description, goals and objectives, activities, materials to be used, evaluation criteria, etc.

There are four primary reasons students are required to complete an independent study contract:
1. to create a high degree of student ownership of the course and responsibility for achievement of the learning and performance goals
2. to clarify the course content, objectives, activities, and evaluation process for both the students and the mentor
3. to provide a basis for academic quality control by the Resident Degree Program as well as accountability of both student and mentor
4. to initiate mentor payment

The steps for creating an independent study contract are as follows:
1. At the initial meeting of the mentor and student, they discuss the content of the course and brainstorm ideas for activities, reading material, and research that will make up the course.
2. At the second meeting, the student submits a draft of the contract to the mentor. The mentor reviews the draft with the student and together they agree on modifications.
3. The student makes any necessary adjustments to the contract and submits a final, typed copy to the mentor. The mentor and student both must sign the contract. The signature of the mentor constitutes an employment agreement between the College and the mentor.
4. The student submits the contract to his/her advisor for review and signature (for new mentors the resume must be attached for review).
5. Upon final approval of the contract, the student submits the original copy to the Registrar’s Office along with all other required documentation. The mentor should request that the student bring a copy of the final, approved document for the mentor to use as a reference during the course.
Completing the Independent Study Contract

It is important that the contract is a cohesive and clearly written document. Our experience has shown that a good contract—one that is structured and promotes high-quality learning—is made up of the following:

- The student owns it, believes in it
- The objectives and activities are clearly described and defined
- There are at least two non-standard activities (see definition below) included
- The mentor believes in the content of the contract
- Criteria for evaluation of the student’s performance is clearly stated

Below are some definitions that will help you in understanding and completing the independent study contract:

**Number of Credits** – All courses offered in the Resident Degree Program are in 4-credit increments. The standard independent study contract is 4 credits, though some may be 8 credits.

**Lower Division Credit** – Lower division credit is contracted for when the course content is designed to introduce the student to general principles, basic methods, and processes of subject area. Independent studies are generally upper division courses that are designed to enhance the student’s curriculum through Prescott College. Examples of appropriate lower division contracts would be areas in which the College curriculum is limited (music, holistic medicine, etc.).

**Upper Division Credit** – Upper division credit is contracted for when the course content involves theoretical study and its analysis, synthesis, application, and evaluation. The student may specialize in one area or synthesize several areas of study. It is crucial that the student engages in original thinking beyond ideas presented by library research, practical research, or the mentor.

**Letter Grade** – Students have the choice of being awarded a letter grade or credit/no credit. This decision must be made prior to the contract being submitted to the Registrar’s Office for registration purposes and may not be changed later. Most schools accept credit/no credit course work for transfer, however, some may not. Students are encouraged to think carefully about their choices.

**Credit/No Credit** – Credit awards at Prescott College are based on competency. Students who have not demonstrated competence in their area of study at a level of C or above will receive no credit for the course.

**Course Description** – The course description becomes part of the student’s permanent transcript. It provides a summary of the learning domains and goals for the course, the kinds of activities to be completed, as well as skills that will be learned or improved upon. The course description should contain the following:

- What the course will be about
- What the student will do in the course
- What the student will learn in the course

The course description should be:

- Substantive, yet succinct
Course descriptions should not be changed after the contract has gone through the approval process. If for any reason it is deemed necessary to modify a course description during the course of the study, the student’s advisor should be consulted. A new contract with the appropriate signature approvals must be generated.

Goals and Objectives – Clearly defined goals and objectives are essential to a well-written contract.

Goals are written to address:
- the reason the student is interested in taking the course
- the rationale for how this study fits into the student’s overall area of study
- the larger purpose for wanting to learn about this subject

Objectives are written to:
- state the actual learning that must take place in order to meet the goals
- be specific, not vague or general
- describe the learning that will take place (i.e., what the student will know or be able to do as a result of this course)
- describe the quality of learning that will occur
- describe the attitudes or values the student aspires to explore
- be measurable

Strong specific verbs should be used to begin each objective. Here are some examples:

As a result of this course, I will be able to...

<table>
<thead>
<tr>
<th>Strong Objective</th>
<th>Weak Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>…evaluate and describe the physical properties of three ecosystems.</td>
<td>…become familiar with ecosystems.</td>
</tr>
<tr>
<td>…analyze five reasons for errors in children’s mathematical operations and define methods of correction.</td>
<td>…know why children make math errors.</td>
</tr>
<tr>
<td>…summarize the history of major personality theories from Freud to the present.</td>
<td>…understand personality theories.</td>
</tr>
<tr>
<td>…compare and contrast the symptoms and behavior characteristics of various mental disorders.</td>
<td>…learn enough so that I can work with emotionally disturbed people.</td>
</tr>
<tr>
<td>…determine appropriate actions and risks in implementing strategic decisions.</td>
<td>…learn how people make strategic decisions.</td>
</tr>
</tbody>
</table>

Activities – These statements tell what the student will do to fulfill the objectives and should be used as criteria for evaluation. Statements should be specific and measurable so that anyone reading them is able to visualize the student engaging in the activities.

Standard Activities include reading texts and other professional material, taking notes, writing an expository paper, and attending class. Standard activities are acceptable and usually form a major part of the activities section of the learning contract.
Non-standard Activities include reading novels, keeping a learning journal of thought/reflections/observations, reading newspapers, interviewing people, conducting research projects, creating a model (physical or conceptual), writing poetry/stories/etc., creating graphics/visual arts/original music/audio products, volunteering, and any other activities related to the content of the course.

Non-standard activities are a large part of the personalization and ownership of the contract for the student, allowing them to incorporate activities that expand on personal areas of interest or talents.

Here are some examples of meaningful, measurable standard and non-standard activities:

- Design and implement a week-long curriculum at a nature center.
- Organize a community meeting on an environmental issue.
- Create a photography exhibition.
- Design an enclosure to rescue marine mammals.
- Create a learning center for an elementary school.
- Make a movie.

Background – This is where the student describes his/her previous experience and preparation that makes him/her qualified to propose this study.

Bibliography – A comprehensive list of texts and related reading materials such as magazines or journal articles, books, videotapes, or other media materials should be included. Some items may be less specific (e.g., “at least 8 issues of the Arizona Republic”) while others are written in the typical bibliography format. While the bibliography should be as complete as possible at the time of submission, some lists may continue to evolve throughout the course. In this case, a statement such as “A complete list will accompany the Evaluation Form upon completion of the course,” should be included.

Evaluation – The student and the mentor agree on what process will be used for assessing the student’s effort and performance in the course, as well as the expected outcome. This is an opportunity to clarify the criteria for grading (if a letter grade is requested) or awarding credit or no credit. Areas of flexibility, as well as required expectations, should be clearly defined in this section.
Evaluation of the Completed Work and Submission of the Evaluation

Upon completion of the course, both the student and the mentor must complete an evaluation. Below are some specifics about the actual completion of the evaluation. Refer to “Guidelines for Faculty Narrative Evaluation” in Appendix C for a comprehensive description of the academic expectations for the evaluation.

*Please note: It is customary and encouraged for students to complete a self-evaluation, but it is not required. Should the student not complete the self-evaluation within the prescribed time period, the mentor should not let that affect the timely submission of the evaluation of the student.*

- Both the student and mentor evaluations should be 100 to 150 words maximum in length.
- The student completes Section A, Parts 1-3 of the RDP narrative evaluation form. Students find this form online. The self-evaluation should be a statement of what she/he did, learned, encountered, appreciated most, had difficulty with, etc. Any reader should be able to gain a clear sense of what the course actually contained for this student.
- The student emails that form (with Section A complete) to the mentor. The mentor reviews the student’s self-evaluation and may make suggestions as to revisions, if necessary.
- If the student does not email a narrative evaluation form before the prescribed deadline, the mentor should submit a completed form without the student’s self-evaluation. This form can be found on the Prescott College website at [http://www.prescott.edu](http://www.prescott.edu). In the Quick Links section, click on “Forms & Documents,” then “Student Forms.” Choose the narrative evaluation form. Complete Section A, Part 1 based on the student’s contract.
- The mentor completes Section B, Parts 1 and 2 of the narrative evaluation form. The mentor’s evaluation should communicate what the student studied, what she/he did, learned, what went best, and may comment on areas requiring improvement or recommendations for further study. In addition to the faculty evaluation, this section includes the following:
  - Number of credits awarded – normally 4 credits though some independent studies are 8 credits
  - Level of credit awarded – Assign upper or lower division. 29000 courses are lower and 49000 are upper. The credit level awarded (upper or lower) must be the same as what was originally contracted for. If a student does not achieve the credit level contracted for, the only options available are a no credit, or an incomplete course contract with a deadline for additional work to be submitted.
  - Writing emphasis – Except under highly unusual circumstances, independent studies with outside mentors are not writing emphasis.
  - Letter grade or credit/no credit – A letter grade can only be awarded if the student requested one on the independent study contract prior to being registered for the course.
  - An Incomplete can be assigned due to extenuating circumstances (in consultation with the advisor) only under the following conditions:
    - The student has demonstrated competency in at least 75% of the course requirements.
    - The student and mentor must contract for the specific work to be completed and a deadline for submission of that work. The *maximum* deadline established by
the College for converting an incomplete to credit is the final day of the next term (excluding summer).
- An incomplete course contract form must be signed by the mentor. Mentors will not receive payment until the final evaluation has been completed.
- If the student fails to complete the work contracted for within the agreed upon time, the mentor should submit a no credit grade to the Registrar’s Office in order to receive payment.
- Faculty narrative evaluation – Type directly onto the student’s form. No evaluation is required for incomplete (I) or no credit (NC) grades.
  - Name the narrative evaluation form by the student’s last name and save it for your records. Do not put all student forms in one document. Student forms are posted and recorded individually, not by class. This also guards against one corrupted form preventing others from being opened.
  - **Be sure to type your full name into the instructor name field and to date the electronic forms.**
- Send the form as an attachment in an email to the Registrar’s Office.
  - Remember to put the “code” in the first line in the body of your email. The code will be on the grade roster memo that comes with the grade roster. The grade roster is generally mailed to mentors. For security reasons, emails without the code will be returned.
  - You may group all independent studies together in one email, but be sure to attach a separate form for each student.
  - In the email subject line put the year and term, the course name (abbreviations are OK) and your last name. For example, FS05, Sea Kayaking, Craig; or FS05, IS: Border Issues, Hammer.
  - Attach each student’s narrative evaluation form to the email. You should have as many attachments as you had students. For instruction on attaching the narrative evaluation form to an email please call the Registrar’s Office at 928-350-1113.
  - Email the forms the Registrar’s Office at rdpevals@prescott.edu.
  - For CD/disk submission: Each course should be in its own class folder, with each class folder containing as many separate student narrative evaluation forms as you had students. Submit the disk with your grade roster to the Registrar’s Office. Please submit evaluations on disk only if emailing is not possible.

Please feel free to contact the Registrar’s Office with any questions about submitting evaluations and rosters.

*The entire evaluation, AS IT IS WRITTEN, becomes part of the student’s transcripts. Each section should be well thought out and carefully reviewed for errors or inaccuracies. The student should keep a copy for his/her records.*

**Any Activities Taking Place in Prescott Unified School District Schools**

If you or the student will be observing, or otherwise involved in PUSD schools, you and/or the student must first complete the “PC-PUSD Project Proposal” form. (See the Appendix for a Sample of this form.) The completed form must be submitted to the RDP Education Program Coordinator and you must receive a response from the school’s principal *before* engaging in any activity in a PUSD school.
Library Services for Mentors

A full range of library services is available to mentors currently working with Prescott College students, and relating specifically to student projects. Services include borrowing privileges, access to Prescott College resources, and reference assistance. Library orientation sessions are provided regularly throughout the year. Contact the Library for more information.

Contact Names and Numbers

Prescott College
220 Grove Avenue
Prescott, AZ 86301
928-778-2090
800-350-2100
Website: www.prescott.edu

Academic content, student concerns:
RDP Dean’s Office 928-350-2000

Registrar’s Office: 928-350-1102

General concerns, payment questions:
Jamie Bjune, Administrative Associate 928-350-2003
Tricia Goffena-Beyer, Director of RDP Operations 928-350-2002

Questions about course work taking place in PUSD schools:
Anita Fernández, RDP Education Program Coord. 928-350-2272

Library:
www.prescott.edu/library
Linda Butterworth, Reference Librarian 928-350-1302
Norma Mazur, Circulation Supervisor 928-350-1300
Tom Brodersen, Circulation 928-350-1300
Geoff D’Alosio, Circulation 928-350-1300
Bill Fiscus, InterLibrary Loan 928-350-1304

Library Hours: Monday-Thursday 8 AM – 9 PM
               Friday 8 AM – 6 PM
               Saturday 10 AM – 6 PM
               Sunday 1 PM – 9 PM
Appendix: Sample Forms

Samples of the following forms can be found in this appendix. Please use these forms only for reference. You can access the actual forms online at the Prescott College website to ensure that you use the most up-to-date forms. See the previous section titled “Where can I find the forms I need” for details on how to locate these forms online.

- W-9 tax form
- Independent study contract
- Independent study form A for international and intercultural studies
- Independent study form B for human services studies
- Independent study form C for field based activities
- Instructions for narrative evaluations
- Guidelines for faculty narrative evaluations
- Narrative evaluation form
- Incomplete course contract
- PC-PUSD Project Proposal Form
Form W-9
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

| Name (as shown on your income tax return) |
| Business name, if different from above |
| Check appropriate box: | Individual/Sole proprietor | Corporation | Partnership |
| Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) |
| Exempt payee |
| Address (number, street, and apt. or suite no.) |
| City, state, and ZIP code |
| 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 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 chart on page 4 for guidelines on whose number to enter.

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).

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 4.

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), and
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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
The U.S. grantor or other owner of a grantor trust and not the trust, and
The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company (LLC)” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.
Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:
6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 9</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 7</td>
</tr>
</tbody>
</table>

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**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) on page 2), enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see Exempt Payee on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>4. a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>5. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>7. A valid trust, estate, or pension trust</td>
<td>Legal entity</td>
</tr>
<tr>
<td>8. Corporate or LLC electing corporate status on Form 8832</td>
<td>The corporation</td>
</tr>
<tr>
<td>9. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>10. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>11. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
<tr>
<td>12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments</td>
<td>The public entity</td>
</tr>
</tbody>
</table>

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund. To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.
Resident Degree Program ~ Independent Study Contract

1. **This is a Web enabled form!** Type directly into fields & use drop-down menus.
2. This form **must** be typed, with all information completed and all signatures as required.
3. Use the attached checklist as a guide. The checklist must be reviewed and initialed by your advisor and submitted with this contract.
4. Upon completion of the form, submit as follows: 1 copy to your advisor, 1 copy for your own files and the signed original to the Registrar’s Office. Be sure to save a copy of this contract in electronic format as well.
5. If the instructor is not a regular Prescott College faculty member:
   a. You must provide them with a Mentor Packet [http://www.prescott.edu/students/rdp/documents/FULLMentorHandbookRevised062008_000.pdf](http://www.prescott.edu/students/rdp/documents/FULLMentorHandbookRevised062008_000.pdf)
   b. You must submit your mentor’s resume and W-9 to the Registrar with this contract.

<table>
<thead>
<tr>
<th>Year: Select</th>
<th>Term: Select</th>
<th>Session: Select</th>
<th>Credits:</th>
<th>Credit Level: Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>Current Phone #: (   ) -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Study:</td>
<td>Program: <strong>Adventure Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentor:</td>
<td>Advisor:</td>
<td></td>
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</tr>
</tbody>
</table>

**Mentor is:** Select (attach résumé and W-9 if not on file and provide mentor with Mentor Packet)

**IMPORTANT:** Be sure to fill in all mentor information below.

|Mentor phone #: (   ) - | Mentor email address: |
|Mentor Address: | |

<table>
<thead>
<tr>
<th>Is this Independent Study Writing Intensive: Select</th>
<th>Letter Grade Requested: Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many hours will you meet with your instructor each week? Hours / Week</td>
<td></td>
</tr>
<tr>
<td>Address and phone number where you may be contacted for the duration of this study:</td>
<td></td>
</tr>
</tbody>
</table>

- ✓ **Does this I.S. involve use of any on-campus labs or studios?** No
  - If “yes” a standard facility use fee will be applied.
- ✓ **Does this I.S. involve use of Prescott College's Kino Bay facility?** No
  - If “yes” a standard facility use fee will be applied.
- ✓ **Does this I.S. involve international travel or domestic contact with another culture?** No
  - If “yes” attach Form A: Application for Study Abroad / Intercultural Study.
- ✓ **Does this I.S. involve human services activities?** No
  - If “yes” attach Form B: Malpractice Liability Statement.
- ✓ **Does this I.S. involve technical or field-based activities?** No
  - If “yes” attach Form C: Risk Management Review Form.

I give my permission to release my I.S. contract as an example for other students to consult? **No**

**Course Description:** (As it will appear on your transcript; maximum 150 words. Must be written in 3rd person.)

**Goals & Objectives:** What do you want to accomplish or learn in this course? What new knowledge and skills do you expect to gain as a result of this course?

**Activities:** What specific activities will you do to fulfill the above objectives? Describe at least one activity to meet each objective.

Revised 3/2009
**Background:** Describe the background you have that prepares you to do this study. List previous coursework or include a copy of your degree plan. For technical, out-of-doors, and/or human services activities, list all pertinent skills and experiences that apply to this I.S.

**Evaluation:** On what basis do you want to be evaluated? Strictly on documented completion of your activities? On the basis of your instructor’s qualitative judgment? A test? A combination of these? If you requested a grade, identify basis for assigning higher or lower grades, and basis also for upper or lower division.

**Bibliography:** List the reading you will be doing as part of this I.S. (additional listings may be added as the study progresses).

---

**Required Signatures**

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I certify that I have received a copy of the Mentor Handbook and reviewed it.

*Advisor

Signature: ______________________ Date __/__/____

*Note to advisor: Do not sign until I.S. checklist (final page) is completed with your initials*
Initial Here

All of the personal and course information (including identification of mentor) are complete.

The mentor is appropriately qualified to instruct this independent study.

If the mentor is not on file, his or her resume/C.V. and signed W-9 are attached.

The student has appropriately assessed the need for completion of Risk Management forms A (International/Intercultural), B (Human Services) and C (Backcountry/Technical).

If this independent study is listed as a “Writing Emphasis” course, it is being mentored by a faculty member or appropriate instructor.

This is an upper division independent study. If it is lower division, I support making an exception to this guideline.

This independent study does not duplicate an existing course in the curriculum. If it does, I support making an exception to this guideline.

The student has the academic background necessary to succeed in this course.

This independent is academically sound with appropriate goals and objectives, activities, and methods for evaluation.

This independent study has an appropriate preliminary bibliography.

The course description is appropriate for inclusion in the student’s official transcript (written in the 3rd person without errors in spelling and grammar).

The mentor and student have signed the contract.
This form MUST be submitted to the RDP Dean’s Office by the Independent Study Risk Management Review deadline published in the RDP Student Handbook for review by the Risk Management Officer. Failure to meet the Independent Study Risk Management Review deadline requires an appeal to the Exceptions Committee to accept the contract, which may postpone your study.

After this form is approved and returned to you it must then be attached to an RDP Independent Study Contract in order to register.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Mentor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Year: 2010</td>
<td>Term: Fall</td>
</tr>
<tr>
<td>Title of Study:</td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td>Advisor:</td>
</tr>
</tbody>
</table>

Prescott College requires that students do a thorough job of planning all aspects of their independent studies. The college will not take responsibility for your safety while on an independent study.

Call the Risk Management Director and make an appointment to review your plans with you early in the process.

The writing and research you do as a part of this application process is designed to help you collect and articulate information that is necessary for the review of your independent study abroad. Please address the following questions using your own background, combined with Internet resources, consultations with people who have lived or traveled extensively in the country, and library resources concerning the culture, politics and landscape of the country where you plan to study.

1. **Attach an essay** addressing the questions outlined below. You should also address other concerns or issues that pertain to your specific study, location, activities, etc.
   a. Why did you choose this geographic area for your study?
   b. What do you consider to be the most important cultural considerations and implications for your study?
   c. What do you anticipate being the biggest cultural challenges, and how do you anticipate dealing with them?
   d. Consult with at least one person who has lived or traveled extensively in the region you will be visiting.
      **Summarize their advice regarding the risks involved in traveling in this region and how you will manage these risks.**

2. Please describe how you would leave the country you are visiting and return home in the event of an emergency.

3. What classes and life experiences prepare you for this IS? (attach supporting documentation as appropriate):
4. Why does this need to be an independent study as opposed to an organized class experience?

5. What language(s) do people speak in the area(s) you will be visiting?

What is your proficiency in this language? [ ] No study [ ] Beginning [ ] Intermediate [ ] Advanced

How did you develop these language skills?

6. For what reasons (academic and otherwise), and in what ways, do you anticipate communicating with the people of the region?

7. What vaccines and other health precautions are recommended for travel to this region?  
(Please check the U.S. Center for Disease Control web site, library resources, or visit the Yavapai County Health Department at 930 Division Street in Prescott. Phone 771-3121)

8. What visas and citizenship proof do you need for your international travel? Please check country web site (if available), check library resources and contact the embassy or nearest consulate of the country in the U.S.

9. Are there any travel alerts, advisories or other important travel concerns for the region? If so, what are they? Please check websites of the U.S. State Department and the British Foreign and Commonwealth Office, as well media news reports so you are well informed. What did you find out?

10. What is the national currency and exchange rate?

How much money will you need to complete your travels?

Please attach a rough budget for your IS. Total estimate:  

We recommend you add 15% to your anticipated expenses

11. How will you carry/secure your money?

Will you take a credit card?
How will you carry your plane tickets?

How will you carry your passport?

What will you do if your money or tickets are lost or stolen?

What will you do if your passport is lost or stolen?

12. Who will you contact in case of emergency? Please include one in-country contact and one home-based contact?

<table>
<thead>
<tr>
<th>Foreign Contact</th>
<th>U.S. Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Remember to make arrangements to phone or E-mail your home-based contact upon arrival and at appropriate times during the course to check in.

13. Complete the itinerary, including copies of maps or other applicable material if requested.

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>LOCATION</th>
<th>EMERGENCY CONTACT PERSON/PLACE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Course Description: (As it will appear on your transcript; maximum 150 words. Must be written in 3rd person.)
Activities: What specific activities do you plan to do as part of this independent study?

Please review the paragraphs below and sign indicating your agreement in the space provided.

I understand that although the Risk Management Officer can review and approve study plans, it is impossible to guarantee my safety in the field.

**Independent Study Waiver, Release of Liability and Indemnification**

When I first entered Prescott College I signed, and agreed to abide by, an Acknowledgement and Assumption of Risk and Release of Liability Form or, a Participant Agreement, as part of the admissions process. I affirm that I continue to agree to the terms and conditions stated therein.

I understand that although the Risk Management Director can review and approve study plans, it is impossible to guarantee my safety in the field or the safety of others I work with.

**Student Signature:** ___________________________ **Date:** ______________

**Parent/Guardian Signature, if Student under 18:** ___________________________ **Date:** ______________

**Risk Management Director Signature:** ___________________________ **Date:** ______________
RESIDENT DEGREE PROGRAM INDEPENDENT STUDY CONTRACT  
FORM “A”  
INTERNATIONAL TRAVEL and INTERCULTURAL ACTIVITIES STUDIES  
PLANNING CHECKLIST AND RECOMMENDED TIMELINES  

Use the following information to guide you through the application and implementation of your Independent Study; use the “DONE” column to track your own completion dates:

<table>
<thead>
<tr>
<th>WHAT TO DO</th>
<th>WHEN TO DO IT</th>
<th>DONE!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete necessary preparatory courses and research for desired study</td>
<td>Prior to applying for study</td>
<td>☐</td>
</tr>
<tr>
<td>Initial consultation with Study Abroad Coordinator</td>
<td>1st week of quarter prior to enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>All documents in order (passports, visas, etc)</td>
<td>APPLY EARLY. These can take 4-6 weeks or longer to obtain</td>
<td>☐</td>
</tr>
<tr>
<td>Health requirements met, planned for, and documented</td>
<td>START EARLY to avoid delays; you may need vaccinations over a period of weeks prior to your travels</td>
<td>☐</td>
</tr>
<tr>
<td>Meet with Advisor, Instructor for proposed study, and Faculty or other person with knowledge of geographic area of study</td>
<td>2nd/3rd week of quarter prior to enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Complete and Submit application/contract form to Study Abroad Coordinator and schedule personal interview</td>
<td>4th to 6th week of quarter prior to enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Interview with Study Abroad Coordinator</td>
<td>Prior to Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Obtain approval on Application (Attachment #1 of Independent Study Contract form “C”) including detailed itinerary, etc.</td>
<td>Prior to Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Review personal logistics with Study Abroad Coordinator (having enough money, safely carrying money, contingency/emergency plans, Parental/Guardian approval [required for minors, recommended for all students])</td>
<td>Prior to Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Contacts at foreign destinations confirmed</td>
<td>Prior to Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Communications system (phone, e-mail, etc.) set up with PC (Instructor, Advisor, Study Abroad Coordinator) and Family</td>
<td>Prior to Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Submit Independent Study Contract form “C” with all approvals and all required documentation</td>
<td>Registration for enrollment period in which study will take place</td>
<td>☐</td>
</tr>
<tr>
<td>Complete cultural and language study</td>
<td>Prior to beginning study</td>
<td>☐</td>
</tr>
</tbody>
</table>
This form MUST be submitted to the RDP Dean’s Office by the Independent Study Risk Management Review deadline published in the RDP Student Handbook for review by the Risk Management Officer. Failure to meet the Independent Study Risk Management Review deadline requires an appeal to the Exceptions Committee to accept the contract, which may postpone your study.

After this form is approved and returned to you it must then be attached to an RDP Independent Study Contract in order to register.

Student: 
Phone: 
Mentor: 
Year: 2010 
Term: Fall 
Session: Block 
Title of Study: 
Program: Adventure Education 
Advisor: 

Prescott College requires that students do a thorough job of planning all aspects of their independent studies. The college will not take responsibility for your safety while on an independent study.

Call the Risk Management Director and make an appointment to review your plans with you early in the process.

All human service Independent Studies involving face-to-face or phone contact with clients requires malpractice insurance. An example of these activities includes, but is not limited to: work in group homes, shelters, community agencies; individual, group, and relationship counseling; crisis hotlines.

Prescott College’s liability insurance does not apply to students doing human services work. One place individual malpractice insurance can be purchased directly is through the American Counseling Association. Minimum coverage is recommended to be $1,000,000.00 per occurrence. Please see the Risk Management Director or College Counselor if you have questions about this.

Course Description: (As it will appear on your transcript; maximum 150 words. Must be written in 3rd person.)

Activities: What specific activities do you plan to do as part of this independent study?

Please review the paragraphs below and sign indicating your agreement in the space provided.
Independent Study Waiver, Release of Liability and Indemnification

When I first entered Prescott College I signed, and agreed to abide by, an Acknowledgement and Assumption of Risk and Release of Liability Form or, a Participant Agreement, as part of the admissions process. I affirm that I continue to agree to the terms and conditions stated therein.

I also understand that although the Risk Management Director can review and approve study plans, it is impossible to guarantee my safety. I agree that I will be directly accountable for my own actions and be willing to accept whatever uncontrollable risks accompany my independent study including being sued for malpractice. My signature below indicates that I have read and understand this entire document and that I willingly undertake the independent study under these conditions.

In addition by signing below I agree to purchase malpractice insurance as outlined above. In addition, I agree that I will not begin my Independent Study until I receive verification of your malpractice insurance policy.

NOTE: Verification of application is NOT the same as policy verification from ACA.

Student Signature: _______________________________ Date: ____________

Risk Management Director
Signature: _______________________________ Date: ____________
FORM “C”
RESIDENT DEGREE PROGRAM INDEPENDENT STUDY CONTRACT ATTACHMENT
For Backcountry or Technical Studies

This form MUST be submitted to the RDP Dean’s Office by the Independent Study Risk Management Review deadline published in the RDP Student Handbook for review by the Risk Management Officer. Failure to meet the Independent Study Risk Management Review deadline requires an appeal to the Exceptions Committee to accept the contract, which may postpone your study.

After this form is approved and returned to you it must then be attached to an RDP Independent Study Contract in order to register.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Phone:</th>
<th>Mentor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year: 2010</td>
<td>Term: Fall</td>
<td>Session: Block</td>
</tr>
<tr>
<td>Title of Study:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program: Adventure Education</td>
<td>Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

Prescott College requires that students do a thorough job of planning all aspects of their independent studies. The college will not take responsibility for your safety while on an independent study.

Call the Risk Management Director and make an appointment to review your plans with you early in the process.

I. EXAMPLES OF COURSES THAT HAVE BEEN APPROVED IN THE PAST.

- Courses, internships, or jobs in which a reputable institution (other than Prescott College) conducts field activities and takes responsibility for risk management.
- Field based studies involving wilderness travel in non-technical, possibly remote, terrain (for Group Independent Studies only – not for solo travel).
- Technical activities in compliance with the Activity Specific Guidelines contained in the Faculty Field Manual and conducted under on-site supervision of an approved faculty member(s). See the Risk Management Officer.

II. ACTIVITIES THAT ARE NOT LIKELY TO BE APPROVED

- Solo travel in remote locations (more than a one hour hiking distance from an established communication point).
- Internships with institutions that do not carry liability insurance to cover our students and the actions of our students.
- Leading groups on your own, outside of the umbrella of an institution.
- Technical activities not adequately supervised (e.g. no supervisor or an unapproved supervisor).
- Activities of any sort deemed inappropriate for the level of competence or maturity of an individual, group or member of a group.
Student activities that involve wilderness travel and technical outdoor activities (mountaineering, kayaking, rock climbing, etc.) are reviewed closely. Students without extensive experience and a strong academic rationale for using these activities may be denied approval.

III. PLEASE ANSWER ALL QUESTIONS CLEARLY AND SUCCINCTLY. Vague or incomplete information will create delays in the approval process.

1. **Write a brief essay** addressing the following areas: **Describe potential activity, hazards and health risks. Include your emergency procedures for managing these risks** and the name, address, and phone number of the nearest medical facility in case of an incident or accident.

Potential activity/hazards/health risks:

[Blank Line]

Risk Management Plan to manage the above risks:

[Blank Line]

2. If you are **not** working for a company or institution provide **detailed** logistical information.
   a. If going into the backcountry, high-light route traveled on topographic map and attach to I.S. contract.
   b. Provide an equipment list on a separate piece of paper and attach to I.S. contract.
   c. Describe travel arrangements (Will you be driving, flying, etc.?)
   d. If traveling out-of-country, have filled out Independent Study Form A?
   e. Yes / No / Not Applicable (circle one)

Comments:

[Blank Line]

3. If you are doing your I.S. under the umbrella of another organization (NOLS, Outward Bound, Federal Government, another school, etc.), you must be covered by their liability insurance policy during your study. Please attach verification of liability coverage by sponsoring organization.

Comments:

[Blank Line]

4. Will your I.S. involve supervising others during organized activities while on federally managed lands? If so, have you inquired about the need for a Special Use Permit with the appropriate agency? For further information or clarification, please consult with Director of Field Operations.

   Yes / No / Not Applicable (circle one)

Comments:

[Blank Line]

Name of nearest medical facility:       Phone #:
Address/Location:

5. Attach a copy of your current First Aid/CPR Certifications.

6. List names, addresses, and phone numbers of two family members to contact in case of an emergency:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Relation to student:</td>
<td>Relation to student:</td>
</tr>
</tbody>
</table>

7. If you are **not** working for a company or institution give the most accurate projected itinerary you have to date. Attach maps if and any other pertinent information as necessary.

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>LOCATION</th>
<th>EMERGENCY CONTACT PERSON/PLACE</th>
</tr>
</thead>
</table>

---

Revised April 27, 2010 SLP
Course Description: (As it will appear on your transcript; maximum 150 words. Must be written in 3rd person.)

Activities: What specific activities do you plan to do as part of this independent study?

Please review the paragraphs below and sign indicating your agreement in the space provided.

I understand that although the Risk Management Officer can review and approve study plans, it is impossible to guarantee my safety in the field or the safety of others I work with.

**Independent Study Waiver, Release of Liability and Indemnification**

When I first entered Prescott College I signed, and agreed to abide by, an Acknowledgement and Assumption of Risk and Release of Liability Form or, a Participant Agreement, as part of the admissions process. I affirm that I continue to agree to the terms and conditions stated therein.

Student Signature:  

Date: 

Parent/Guardian Signature (if student under 18):

Date: 

Risk Manager Signature:

Date: 

Revised April 27, 2010 SLP
The instructor’s evaluation should be **specific** enough to inform the student, advisors, IGCs, admission and scholarship committees in other schools, employers and others who might have legitimate interest in knowing how well and how responsibly the student performed.

While it is important to **positively credit the student with learning and performance**, it is also necessary to **point out areas that may need improvement**.

The instructor should **provide an overview** of how this learning contributes to the student’s general preparation in the area, and end with encouragement for further learning and improvement.

The instructor may wish to **concur with or disagree with the student’s self-evaluation**.

The instructor’s evaluation will appear on the student’s transcript. It should be written carefully, in full sentences, employing **good academic style**, avoiding contractions, cliches, slang or jargon.

While you may not wish to comment on every item included, **please evaluate the student’s performance in each of the general areas (1 through 5) of the following guidelines**:

1) **Knowledge Gained**—
Characterize the degree to which the student assimilated the course material—the factual information, theories, concepts and principles learned. Indicate the broad understandings gained through the course. Mention learning demonstrated in class discussions, portfolio, in research papers or creative work, and through exams.

2) **Skills and Techniques Acquired**—
Identify new skills/techniques related to the subject that the student acquired. Also mention relevant learning techniques and critical thinking skills that the student practiced (e.g. library, laboratory or field research, portfolio documentation, textual analysis, critiquing arguments, interdisciplinary synthesis). If applicable, indicate how the student applied writing or quantitative skills. It is also appropriate to say which skills the student may need to improve.

3) **Values Examined and Ethical Commitments Made and Carried Out**—
Identify issues of values and ethics the student seriously considered in the course. Do you believe the student gained a better understanding of self, of groups she/he participates in (including this class), of society, or the world itself? If the student made any public ethical commitments (e.g. volunteer service projects, joining advocacy groups, conducting study groups) as a result of participation in this course, you may wish to mention them.

4) **Experiential Learning and Applications Attained**—
Indicate the degree to which you have observed the student applying the knowledge and principles learned through such vehicles as class presentations, scholarly or creative work, fieldwork, individual or out-of-class service projects. If there was a final project for the course, how well did it reflect what was learned in the course? Here is where the instructor might mention how the student’s learning will contribute to her/his overall education and prepare her/him to pursue the course themes in other courses and in real-life applications.

5) **Personal Responsibility Taken**—
Describe the student’s personal responsibility and quality of participation. Are you satisfied with her/his effort in context of readiness and potential? Did she/he contribute to the general quality of learning of the class? You may wish to give specific examples of good work or areas that need to be improved (e.g. taking responsibility to make the course work, helping others learn, attending regularly and being punctual, completing readings and other assignments, supporting the group on field trips).
HOW TO USE THIS FORM: Type directly into each field. Use drop-down menus where indicated; an arrow will activate when you click on the field. Proofread carefully: the course description, student’s self-evaluation, and instructor/mentor’s evaluation are copied into the student’s permanent record exactly as they are submitted by the author.

**Section A – Student and Course Information**

Complete all the boxes below.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Instructor/Mentor E-Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Instructor/Mentor Signature Date:</td>
</tr>
<tr>
<td>Course ID:</td>
<td>Credit Level Awarded: Select:</td>
</tr>
<tr>
<td>Section #:</td>
<td>Credits Awarded: Select:</td>
</tr>
<tr>
<td>Instructor/Mentor:</td>
<td>Letter Grade Requested: Select:</td>
</tr>
</tbody>
</table>

**Section B – Faculty and Grade Information**

Complete all the boxes below.

<table>
<thead>
<tr>
<th>Enrollment Period: Select:</th>
<th>Year: Select:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Level: Select:</td>
<td>Session: Select:</td>
</tr>
<tr>
<td>Credit Hrs: Select:</td>
<td>Grade (if requested): Select:</td>
</tr>
</tbody>
</table>

**Students**: Leave blank if for classroom-based courses. Add original, approved course description for independent studies or senior projects ONLY.

**Course Description**

Students: Focus on specific learning gained, the extent to which you met the course objectives, changes in your values or perspectives as a result of the course, and the practical value of the course. Email this form to your instructor. Keep a copy for your records.

**Student Self Evaluation**

**Instructor/Mentor**: Focus on specific learning which the student gained as a result of this course (provide examples) and address the degree to which the student satisfied the course objectives. See the guidelines below.

**Mentor Evaluation**

**Registrar’s Office Use Only**

Date Posted: By:
Incomplete Course Policy
When extenuating circumstances prevent a student from completing the required work in a course, an Incomplete (“I”) grade may be assigned. The following conditions apply:

1. An incomplete may be assigned only if a student has demonstrated competency in at least 75 percent of the course requirements.
2. An incomplete is assigned by the instructor. The instructor will a) contract with the student the work to be completed and deadline for its submission, or b) communicate to the student the work to be completed and deadlines for its submission.
3. The deadline for converting an Incomplete grade to Credit is the final day of the next term (not including the summer). The one-term deadline applies whether or not the student is enrolled in the term the deadline takes place. The instructor may establish a deadline earlier than the College’s maximum deadline.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID:</td>
<td>Title:</td>
</tr>
<tr>
<td>Year:</td>
<td>Term:</td>
</tr>
<tr>
<td>Session:</td>
<td></td>
</tr>
</tbody>
</table>

Date by which work must be completed:
Date must be no later than the last day of the next enrollment period (summer excluded). Failure to meet this deadline will result in a grade of No Credit (“NC”).

I certify that this student has:
1. Demonstrated competency in at least 75 percent of the course requirements.
2. Satisfied me that “extenuating circumstances” prevent finishing course requirements.
3. Completed this contract in my presence or has been sent communication by me that details the requirements to be completed and the deadline for their completion.

Date of communication: Method of Communication:

Summary of coursework to be completed:

Instructor Certification
I accept the obligation to submit an evaluation for this student no later than 2 weeks after the “Date by which work must be completed” indicated above.

Student Certification
I understand the coursework that needs to be completed and the deadline by which it must be submitted, and that if the conditions of this contract are not met I will be assigned No Credit (“NC”).

Instructor Name: Student Name:
Date: Date:

Registrar’s Office Use Only
Date Posted: By:

32
PC-PUSD Project Proposal

For faculty and students of Prescott College (PC) who wish to interface with Prescott Unified School District (PUSD) students and staff.

In order to maintain academic rigor and standards of professionalism, Prescott College and Prescott Unified School District require that those interested in visiting or working with PUSD students and staff must formally document their educational intentions, goals, and plan. The idea is that deliberate planning and clear communication through appropriate channels will result in the most effective and educative experiences possible. Prescott Unified School District expects compliance with all PUSD policies and advance planning of at least one week prior to the proposed visit or project. If you are planning to work with Northpoint Expeditionary Learning Academy additional documentation may need to be filled out upon request. Thank you for thoughtfully completing this form and returning it electronically to the RDP Education Coordinator for approval.

1. Name of visiting Prescott College ___ Faculty or ___Student (check one): ______________________
2. PC Faculty or Student E-mail address: ______________________________________________________
3. PC Faculty or Student Phone number: ______________________________________________________
4. Prescott College course to which this proposal is connected: _________________________________
5. Name of faculty associated with the course: _________________________________________________
6. Date(s) of visit(s) and arrival/departure times (please note that the first and last three weeks of semester are not good times to visit schools): _______________________________________________
7. How any PC people will be visiting? ___Students ___Faculty

Which of the following best describe your purpose (check one)?

_____Individual observation

_____Observation as part of a PC course

_____Interview with an educator

Other: __________________________________________________

8. Identify the grade level(s) and content area(s) you would like to visit.

Project proposals will not be considered by PUSD administrative staff without the approval of the RDP Education Program Coordinator. Please review the district and school policies on the back of the application and check below that you accept these conditions.

Resident Degree Program
220 Grove Avenue • Prescott • Arizona 86301
(928) 350-2000 • FAX (928) 776-5137
I accept the conditions stated below (PC student or faculty) ______ Date ____________

RDP Program Coordinator approval ______ Date__________

Norms and expectations of the PUSD community that also apply to PC visitors:

**Planning**: Appointments will be made and confirmed by visitor(s) with the school office before arrival. Visitors will arrive and depart in a timely fashion. All PC visitors will stop first at the main office of the PUSD school they are visiting, sign in, wear a visitor badge and make nametags.

**Attire and hygiene**: PC visitors will be fresh and clean in appearance. Clean clothing will be worn that has no holes and is neither ripped nor torn. Washed hands and the use of deodorant are expected of PC visitors as they are of PUSD students and staff. Appropriate head coverings are allowed, but must be removed inside the building. Just as PUSD students may not wear facial piercing jewelry to school, neither may PC visitors. Shorts should have an inseam longer than two inches. Pants should not be excessively baggy or sagging. Skirts or dresses should not be more than six inches from the top of the kneecap. Clothing with obscene words, slogans or other disrespectful appearance is not allowed.

**Observation etiquette and expectations**: PC visitors will ask PUSD educators how to most respectfully observe and/or participate in a given curricular situation. If PC visitors will be making written observations during a class period, they will ask how they can do so without negatively impacting the class in progress. Visitor participation is allowed in classes at the discretion of the PUSD educator. Please be respectful not to disrupt the educational process.

PC students will act as adult role models of responsible decision-making and will not solicit student information for social contact. In accordance with PUSD policy and state law, a fingerprinted PUSD employee or volunteer must be present wherever visitors are present in school.

In the PC tradition of social justice, PC students will model the use of sensitive, inclusive, and appropriate language. PC visitors will avoid the use of offensive language.