



## College Transfer Academy Handbook

Thank you for your interest in the College Transfer Academy with Western Technical College. Western is excited to continue this unique partnership opportunity in the Fall of 2024. The academy will be housed at two of our Regional Locations: Mauston (1000 College Ave.) and Black River Falls (24 Fillmore St.), serving over eight of our area districts. The academy will follow Western’s school calendar, serving HS students during both the fall and spring terms. Classes will run from 9:00 am–11:00 am Monday through Fridays; however, students can access Western Facilities to work or study 8:00 am to 5:00 pm.

The College Transfer Academy provides students with a jump start on a four-year career pathway by providing the equivalent of a college freshmen year’s general education credits (27) during their senior year of high school. Students can come to Western Technical College or another WTCS school to complete their Associate of Arts Degree or Associate of Science Degree, OR they can go directly to a four-year college. Students are encouraged to speak with an advisor from their prospective college to ensure transferability.

High School students in the academy will take two classes each seven-week session. These classes will occur in person twice a week for two hours each day. Each instructor will hold in-person office hours one of the two days immediately following the class. Each Friday the students will take part in a one-credit Academic and Career Planning course that lasts for 15 weeks. Please see the schedule on the next page for specific details.

This handbook contains important information regarding the College Transfer Academy. Students and their parents should carefully read the information inside and direct any questions to their high school counselor, Western’s K12 staff [mezerai@westerntc.edu](mailto:mezerai@westerntc.edu) / [ludekingt@westerntc.edu](mailto:ludekingt@westerntc.edu), or the Regional Campus Coordinators [savagel@westerntc.edu](mailto:savagel@westerntc.edu) (BRF) / [wilkes@westerntc.edu](mailto:wilkes@westerntc.edu) (Mauston) or our Academy Admissions Coach [hummeln@westerntc.edu](mailto:hummeln@westerntc.edu)

### Yearly Schedule

Session	Dates	Courses
Fall 1	September 3 <sup>rd</sup> – October 18 <sup>th</sup>	A, B, College Success
Fall 2	October 28 <sup>th</sup> – December 13 <sup>th</sup>	C, D, College Success
Spring 1	January 6 <sup>th</sup> – February 21 <sup>st</sup>	E, F, Career Development
Spring 2	March 3 <sup>rd</sup> – April 18 <sup>th</sup>	G, H, Career Development

## Courses Offered

### Black River Falls

	Fall Courses	Credits		Spring Courses	Credits
A	Public Speaking	3	E	Race, Class, and Gender	3
B	General Biology	4	F	Introduction to Literature	3
C	Introduction to Philosophy	3	G	Abnormal Psychology	3
D	World in the 20 <sup>th</sup> Century	3	H	Social Problems	3
	College Success	1		Career Development	1
	Total	14		Total	13

### Mauston

	Fall Courses	Credits		Spring Courses	Credits
A	English 1	3	E	General Biology	4
B	General Psychology	3	F	Social Problems	3
C	Public Speaking	3	G	Race, Class, and Gender	3
D	Macroeconomics	3	H	Introduction to Literature	3
	College Success	1		Career Development	1
	Total	13		Total	14

## Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	Travel Time/ Flexible Time	Travel Time/ Flexible Time	Travel Time/ Flexible Time	Travel Time/ Flexible Time	Travel Time/ Flexible Time
9:00 – 11:00	In-person Instruction	In-person Instruction	In-person Instruction	In-person Instruction	In-person Instruction / Work Time
11:00 – 12:00	Instructor Office Hours / Flexible Time	Instructor Office Hours / Flexible Time	Instructor Office Hours / Flexible Time	Instructor Office Hours / Flexible Time	Lunch/ Flexible Time
12:00 – 2:00	Lunch/ Flexible Time	Lunch/ Flexible Time	Lunch/ Flexible Time	Lunch/ Flexible Time	Lunch/ Flexible Time
2:00 – 3:00	Travel Time	Travel Time	Travel Time	Travel Time	Travel Time

## Course Descriptions

**Abnormal Psychology (20809237):** Abnormal Psychology covers the definition of abnormal behavior, assessment techniques, and descriptions of psychological disorders. It examines theoretical perspectives (biological, psychological, sociocultural) and approaches to treating these disorders.

**Career Development (20890202):** Provides an opportunity for students to participate in personal career development to promote individual growth, academic achievement and career satisfaction. It is recommended for all students as a means to clarify or validate their current and/or future career aspirations. Topics covered include a foundation of career development theory, assessment of self, understanding of the world of work, developing life/work planning skills, which includes decision-making and goal setting. These topics are presented using lectures, self-directed learning, group exercises, class discussions, guest speakers, multimedia, and panel discussions.

**College Success (20890200):** This course will focus on strengthening student skills on: time management, notetaking, test preparation/test taking strategies, critical thinking, and other skills for promoting college success.

**English 1 (20801201):** English 1 is designed to help students use the writing process to strengthen and refine their writing skills. Students will use critical reading, thinking, and research skills to produce writing that illustrates their ability to effectively analyze information, synthesize information from sources, and ultimately, produce polished prose suitable for various purposes and audiences. This class assumes competence in English grammar and paragraph structure.

**General Biology (20806234):** The course examines fundamental principles of biology including cell structure and function, energy production by cells and ecosystems, reproduction and genetics, evolution, ecology and a survey of biodiversity. The class emphasizes the application of the scientific method to problem-solving. The course is designed to provide a solid foundation for advanced courses in biology as well as providing scientific literacy for all students.

**General Psychology (20809231):** Study of individual and social behavior including its psychological and physiological bases, development, motivation, emotion, perception, learning and behavior disorders. This course is a prerequisite for several college transfer courses in psychology.

**Introduction to Literature (20801204):** Recommended as a first course in literary analysis, this course introduces students to the major genres of literature and addresses issues related to writing about literature and/or other texts.

**Introduction to Philosophy (20809260):** This course introduces various fields of philosophy, philosophical methodology and the history of philosophy. Examines some philosophical issues in depth and develops the ability to think, speak and write critically about these problems that have concerned human beings for centuries.

**Macroeconomics (20809211):** This course provides an introduction to basic economic principles with applications to current economic problems affecting the overall performance of a nation's economy. The

course begins with an analysis of the role of markets and prices in an economy. Topics include the causes and consequences of unemployment, inflation, and economic growth; the role of money and banking in the economy; the role of government taxing and spending policies to correct market failure and stabilize the economy; the implications of budget deficits and the national debt; and the implications of an increasingly global economy. This course is designed to meet the need for college transfer credit.

**Public Speaking (20810201):** Includes theoretical examination of the process of communication, the role of speech in self-development, the nature of meaning and the art of persuasion. Provides practice in selecting speech topics, analyzing audiences, organizing speech content, improving speech delivery and critiquing speeches via presentation of informative and persuasive speeches. Several graded and nongraded small group discussions sharpen additional communicative skills.

**Race, Class, and Gender (20809217):** This introductory course examines ethnic, racial, religious and cultural origins of Americans. The course focuses on social interactions that contribute to the understanding of different groups in diverse settings. In addition to an analysis of majority/minority relations in a multicultural context, social class and gender will also be analyzed as systems of inequality and sources of cultural difference.

**Social Problems (20809202):** This course examines the major issues confronting society: economic and political change, nationalism, racial and ethnic relations, sexism, socioeconomic class, crime and justice, health and education, and family life. It discusses causes, effects, possible solutions and future trends. This course requires student participation in reading, writing and discussion.

**World of the 20<sup>th</sup> Century (20809202):** Focuses on the emergence of a global society in the Twentieth Century through a chronological examination of the events and trends that created a more closely connected world, resulting in a "global society" by the end of the century. The course approaches the history of this century through emphasis on themes of particular significance to the creation of global society. These themes include globalization, the growth of mass culture, technology, ideology/religion, and the varied responses of different cultures to the ideas and events of the century.

Students should connect with their high school counselor for initial CTA application and enrollment information. Based on the individual district policy, students may need to submit a separate application for admission. Once selected by the district, students will complete the Western paper application and submit it with their Western Admissions Coach or Western's K12 Department. The high school will then be notified when the student is accepted to the College Transfer Academy.

### **Tuition and Fees**

Tuition and fees are paid by the partner high school. Western encourages all participants to clearly understand their district's policies regarding fees and cost structures. Some districts may choose to require students to pay part of the cost or ask that students reimburse the district for classes they did not pass or complete. Textbooks and supplies are generally kept by the student until the end of the academy, but some districts may designate them as property of the high school. It is the student and their high school's responsibility to understand the tuition and fees associated with successful or unsuccessful academy completion.

### **Success Strategies at the College Transfer Academy**

*Learner Support and Transition Staff:* The academy will staff one of Western Technical College's Academic Interventionists to support students during and after their classes. This staff member will also be the instructor for the College Success and Career Development classes. In addition to providing just-in-time support for academy students, this staff member will also help connect students with additional resources available through Western Technical College.

*Progress Monitoring:* Western Technical College is dedicated to helping each student succeed. Part of supporting each student's educational needs includes monitoring of progress and participation in classes. Western's K12 team will frequently check in with the instructors at the academy to ensure that students are present and successful. During the orientation in August, students will be asked to sign a FERPA release form that allows Western to discuss educational records with high school staff and optionally the student's parents or guardians. If there are any concerns with the students in the academy, Western Technical College wants to be proactive and empathetic with support.

*Communication with Western Faculty:* The instructors at the College Transfer Academy will be available each week outside of the class time for office hours. These office hours may be in person at the Learning Center immediately after the class ends or virtually at another time within the academy schedule. Instructors will also be available outside of class via Zoom by appointment. Of course, instructors can always be reached by email.

### **Transportation**

In agreement with Western Technical College and the district high school, it is the responsibility of the academy students to provide their own transportation to and from the regional location where their academy classes are being offered.

### **Lunch**

Students are responsible for providing their own lunch after the academy class ends each day. The Tomah Regional Location does not offer any food services, but there are options not far from the site. Students receiving free and reduced lunch should connect with their high school to coordinate pickup each day.

### **Technology**

Since the academy is taught in a hybrid model, students will receive two hours of face-to-face learning with one hour of modular, online learning. Therefore, access to technology is essential to be successful in the academy.

While attending the College Transfer Academy at the Regional, students will have access to computers. However, students are encouraged to bring their high school-issued or personal devices.

In case of inclement weather, students are expected to have internet access at home in order to participate in the scheduled classes.

### **Student Access**

Since students attending the College Transfer Academy are Western Technical College students, they will receive the resources any other Western student would, including a student ID number, email address, Blackboard access, club and activity information, etc.

### **Grade Information**

As a dual credit academy, the grades students earn will be included on their high school transcript as well as their Western Technical College transcript. All credits will follow students into any postsecondary experiences.

The grading scale for each class will be clearly communicated via the class syllabus. Grades will be accessible to the students throughout the course via Blackboard. Course grades will be communicated to the appropriate district high school at the completion of the term. Once the high school receives the grades, they will add them to the student's high school transcript.

### **Class Attendance**

Attendance at the academy is critical to student success. All high school students participating in the academy are required to attend the scheduled classes. If a student is ill, they should clearly communicate immediately with their instructor. The maximum number of absences is determined by each individual instructor and will be clearly communicated to the students. Lack of class participation may negatively impact the student's course grade.

Participation in school events and activities is a key part of being a well-rounded student, so Western Technical College aims to be flexible and supportive to individual opportunities. Accommodations may be made for school-sanctioned events with prior authorization from the instructor. Students at the

academy are asked to clearly communicate with their instructors on any dates they may be unable to attend well in advance of their absence.

### **Inclement Weather Policy**

The College Transfer Academy will not cancel classes due to inclement weather. However, classes may be shifted to online synchronous learning if conditions deem it necessary. If a partner district cancels school or has a 2-hour delay, students from that district can choose to attend virtually. If Western closes due to weather conditions, the classes will be conducted virtually. Student safety is of utmost importance, so if at any time students feel it is unsafe to travel, they should communicate the situation to their instructor.

### **Contact Information**

#### **Black River Falls Regional Learning Center**

24 Fillmore St.

Black River Falls, WI 54615

Phone: (715) 284-2253

Coordinator: Lynda Savage- savagel@westerntc.edu

#### **Mauston Regional Learning Center**

1000 College Ave

Mauston, WI 53948

Phone: (608) 847-7364

Sarah Wilke – wilkes@westerntc.edu