

INSTRUCTIONS FOR THE COURSE “SUMMER LEGAL ISSUES SEMINAR, 2010.

If you would like to receive one graduate credit for this course, you need to do the following:

1. Fill out completely the enrollment form enclosed with these instructions and return it to the registration area to a WASDA representative while you are at the seminar. Credit is optional and this is the only way to register to receive the credit and a grade. Payment can be made by check, charge, cash or we will bill you at home to take to your district for payment. Cost of the course is \$180.00 and if paying by check, please make the check payable to Viterbo University. If you need a receipt, please note that on your registration form and we will mail you a receipt.
2. Enclosed in your registration packet is information on a written assignment that needs to be completed, preferably by the end of the seminar, and handed into one of the WASDA representatives at the end of the seminar on July 29, 2010. The more concise and complete the information is will determine what grade will be received for this graduate credit course. Enclosed in this packet is the syllabus with the grading criteria and percentage of participation that will be expected for the letter grade.
3. If for some reason, you are unable to complete the registration and/or turn in the written assignment at the seminar, it can be mailed to:

WASDA
Attn: Miles Turner
4797 Hayes Road, Suite 201
Madison, WI 53704

All registration materials and written assignments pertaining to the credit option at the seminar must be **received no later than August 13, 2010**. After that date, the course will be considered closed to enrollment and assignment receipt and grades will be awarded.

An original grade sheet will be sent sometime in September. Should you need a transcript, you need to request one in writing by sending a note with your name, address, city, zip and social security number and where the transcript should be sent – accompany this request with a \$5 per transcript fee. Send this to: Viterbo University, Registrar’s Office, 900 Viterbo Drive La Crosse, WI 54601.

Should you have any questions or concerns in regard to this course, please contact Chris Valenti at Viterbo University, 1-800-234-8721.

ENJOY THE SEMINAR and thanks for your interest in Viterbo University – we really appreciate it!

COURSE SYLLABUS

TITLE: SUMMER LEGAL SEMINAR-2010

CREDITS: 1 credit

COURSE DATES: July 28-29, 2010

INSTRUCTOR: Dr. Miles Turner

WASDA – 4797 Hayes Road, Suite 201

Madison, WI 53704

PHONE: 608-242-1090/FAX:

DESCRIPTION: School District administrators and others will hear the latest information on the legal implications and aspects of schools in the state of Wisconsin from leading experts.

OBJECTIVES:

-To share ideas for implementation in the participant's school district during school year 2010-2011.

To have participants consider everything from budget implications to school law changes and their impact on schools.

-To learn from other districts superintendents and leading law experts on how to manage schools in the 21st century.

ISLIC Standards: Wisconsin Administrative Standards addressed in this course will cover components of all 8 standards in PI-34

OUTLINE OF CONTENT:

-Full attendance at the two day seminar

-Attendance at sectional presentations of interest to the individual course participant.

-Written short summary report to be turned into the instructor no later than August 13, 2010, the ending date of this course.

METHODOLOGY:

Lecture, small group workshops, videos, ITV, LCD presentations, overheads, large and small group sharing sessions and other related teaching and presentation aids will all be covered in the various lectures, large and small group work.

ASSIGNMENTS AND REQUIREMENTS:

-Full attendance at the two day seminar.

-A short written report addressing application ideas gained at the seminar.

GRADING/METHODS OF EVALUATION:

Participation and written work should be done at the highest standard of quality and at the graduate level and needs to include the following:

A-100% attendance –participation in small and large group discussions and sharing sessions; concise written report with one or more application ideas gained specifically participating in the specific activities chosen.

AB-100% attendance and 0% of the above assignment, participation levels, etc.

B-100% attendance and 85% of the above assignment, participation levels, etc.

BC – 100% attendance and 80% of the above assignment, participation levels, etc.

C – 100% attendance and 75% of the above assignment, participation levels, etc.

If below a C is to be awarded, it means that the participant did not attend two complete days of the seminar and did not complete the written assignment on time and in a satisfactory manner.

BIBLIOGRAPHY INFORMATION:

There is no specific textbook that can be recommended. Periodical and newsletter information from the following presenters is readily accessible and will be encouraged during large and small group presentation work. Sectionals include:

You Make the Call

School Law Update

Labor and Employment Law Update

Legal Issues Round Tables

The Impact of Technology on School Districts

Special Education – Summer Adjustments

PRESENTERS:

Gary Ruesch, Quarles and Brady

Kirk Strang, Davis and Kuelthau

Mike Julka, Shana Lewis – Lathrop and Clark

Steve Weld, Weld, Riley, Prenn and Ricci



Graduate Programs in Education Off-Campus Course Registration

PART ONE—STUDENT INFORMATION

Complete ALL PARTS of this form. Please PRINT.

SOCIAL SECURITY NUMBER _____

LEGAL NAME First _____ Middle _____

Last _____

Maiden _____ Other _____

MAILING ADDRESS Street/RR/PO Box _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Work (_____) _____ Cell (_____) _____

Email Address (Personal) _____

Email Address (Work) _____

PERMANENT ADDRESS (if different from above) Street/RR/PO Box _____

City _____ State _____ Zip _____

DATE OF BIRTH ____ / ____ / ____

GENDER Female Male MARITAL STATUS Single Married

CITIZEN STATUS U.S. Citizen Resident Alien Refugee/granted political asylum

Non-resident Alien Of what country are you a citizen? _____

RACE AND ETHNIC BACKGROUND (answer both questions)

Are you Hispanic or Latino/Latina? No, not Hispanic or Latino/Latina

Yes, Hispanic or Latino/Latina

What is your race? (select one or more)

- American Indian or Alaska Native
- Asian (country of family's origin _____)
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

RELIGIOUS PREFERENCE

- Baptist
- Catholic
- Jewish
- Lutheran
- Methodist
- None
- Other _____

HIGHEST DEGREE HELD _____

Degree

Name/Location of College or University

HAVE YOU PREVIOUSLY EARNED CREDITS FROM VITERBO UNIVERSITY (formerly Viterbo College)? Yes No

EMPLOYER (School name and district) _____ Grade Level _____

Catholic Parochial School Teacher Yes No

PART TWO—COURSE REGISTRATION INFORMATION

EDUC Course # 784 Section # 093 Course Title Summer Legal Seminar 2010 Credits 1

LOCATION Sturgeon Bay INSTRUCTOR Dr. Miles Turner

DATES Start Date 7 / 28 / 10 End Date 7 / 30 / 10

I certify that all information in this course registration is complete and accurate to the best of my knowledge.

Signature _____ Date _____

Viterbo University is committed to providing equal educational and employment opportunities regardless of sex, race, color, religion, age, national origin, or handicap in compliance with Title VI, Title IX, and section 504.

PLEASE ALLOW A MINIMUM OF 6 WEEKS FROM THE COMPLETION OF A COURSE TO THE TIME AT WHICH GRADE REPORTS AND TRANSCRIPTS ARE AVAILABLE. TRANSCRIPT REQUESTS MUST BE MADE, IN WRITING, TO THE OFFICE OF THE REGISTRAR. VETERAN BENEFITS ARE NOT AVAILABLE FOR THIS COURSE.

Viterbo University Off-Campus Center

Wisconsin: 2323 South 109th Street, Suite 375, West Allis, WI 53227 • 414-321-4210 or 800-234-8721 • FAX 414-321-9113

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REV.01/09



Course Payment Information

Student Name _____

SSN or Viterbo ID# _____

Pay Method

_____ Credit card

_____ Check enclosed

_____ Please bill me

Address _____ City _____ State _____ Zip _____

DISC/VISA/MC # -----

Expiration Date __/__/__

Amount to Pay \$ _____

Signature _____

Course Number/Name:

784 – Summer Legal Seminar 2010

Time of offering:

July 28-30, 2010

Ms. Christine Valenti
Viterbo University Off-Campus Program
2323 S 109th Street, Suite 375
West Allis, WI 53227
cavalenti@viterbo.edu
1-800-234-8721 or 414-321-4210

WASDA/Viterbo Graduate Credit Validation Form

Please check the appropriate box to validate your attendance at each session of the WASDA Annual Summer Legal Seminar. Use the space below the session listing to indicate what you learned from the presentation and how it will benefit your district. You may attach additional pages if necessary. Attendance is required at all activities unless otherwise noted on this form.

Wednesday July 28th

Dinner

You Make the Call – Standard #7

Thursday July 29th

School Law Update – Standard #7

Labor & Employment Law Update – Standard #7

Noon Luncheon

Legal Issues Round Tables – Standard #7

Reception

OVER

Friday July 30th

The Impact of Technology on School Districts – Standard #7

Special Education – Summer Adjustments – Standard #7

This form must be turned in to Miles Turner or Nancy Lund after Friday's final session. It may be mailed to the WASDA Office (4797 Hayes Rd Ste 201; Madison WI 53704); however, this may affect your course grade. This form will be reviewed by Dr. Miles Turner, Instructor of Record, for validation. Credits will be recorded in each member's personal professional portfolio located online at www.wasda.org in the member's only area.

By my signature I validate my attendance and participation as noted above.

Signature: _____

Date: _____

Print Name: _____

Instructor Signature: _____

Date: _____



Office of the Registrar
 900 Viterbo Drive
 La Crosse Wisconsin 54601
 (608) 796-3180

REGARDING TRANSCRIPTS:

All transcript requests must be made by the student directly to the Office of the Registrar.

To protect a student, all requests for transcripts must be made in writing and must include the individual's signature. A transcript will not be mailed as the result of a telephone call or FAX request.

Effective September 1, 2005, the charge for a transcript (official or unofficial) is \$5.00 per copy each time a transcript request is received. The \$5.00 fee must accompany the request. If you plan to take additional courses and wish to pay \$5.00 only once, submit the form below after the last course.

Allow a minimum of six weeks from the completion of a course to the time grade reports and transcripts are available. No transcript will be issued until all financial accounts have been cleared with the college.

Individuals needing a copy of their record are encouraged to use the request for transcript form printed below.

Amy S. Gleason
 Amy S. Gleason, Registrar



Office of the Registrar • 900 Viterbo Drive • La Crosse • Wisconsin • 54601 • 608-796-3180

REQUEST FOR TRANSCRIPT

MAIL
 TRANSCRIPT
 TO:
 (print clearly)

Name of college, university, or individual _____
 Address _____
 City _____ State _____ Zip _____

FOR OFFICE USE ONLY	
FEE	_____
AMOUNT RECEIVED	_____
AMOUNT OWED	_____
DATE SENT	_____

Number of copies to be sent _____ @ \$5.00 ea.

I AM REQUESTING MY: (please check all that apply)	<input type="checkbox"/> UNDERGRADUATE COURSE RECORD	<input type="checkbox"/> GRADUATE COURSE RECORD
	Graduate Studies in Education record? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: please allow six weeks from the completion of a course for transcripts to be available.) Course(s) completed in the last 6 months (use back side if needed): _____	
Are you currently attending Viterbo University? <input type="checkbox"/> Yes <input type="checkbox"/> No Should we hold your request for: Final Grades? <input type="checkbox"/> Yes <input type="checkbox"/> No Certification of Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		

STUDENT SIGNATURE _____ DATE _____
 STUDENT ID _____ or SSN _____ - _____ - _____ DATE OF BIRTH _____
 STUDENT NAME: last first middle maiden () _____ PHONE NUMBER _____
 CURRENT ADDRESS: street _____ city _____ state _____ zip _____