

# ITEPP STUDENT HANDBOOK



INDIAN TEACHER & EDUCATIONAL PERSONNEL PROGRAM

Spidell House # 85  
Humboldt State University  
Arcata, California 95521  
(707) 826-3672



*J. J. J.*

# INDIAN TEACHER AND EDUCATIONAL PERSONNEL PROGRAM

HUMBOLDT STATE UNIVERSITY  
(707) 826-3672



## PROGRAM PHILOSOPHY & GOALS

### ITEPP PHILOSOPHY:

The Indian Teacher and Educational Personnel Program (ITEPP), established in 1969, has as its primary mission the training of American Indian and Alaskan native Professional educators and ancillary educational personnel. These educators will assume leadership roles for facilitating institutional changes within the public school system to improve educational opportunities for American Indian students. A rigorous curriculum is provided to ensure that all ITEPP graduates have an understanding of the cultural and behavioral characteristics of Indian students, as well as, the knowledge of multicultural instructional methods to teach the basic academic curricula found in the public school systems without compromising the cultural identity of American Indian students.

### ITEPP GOALS

1. To recruit and assist American Indian students in gaining access to a college education.
2. To provide educational retention services to ensure that American Indian students are successful in the university system without compromising their respective tribal cultural values.
3. To assist American Indian students in academic and career planning to enable them to reach their maximum potential.
4. To create and support a learning community that fosters academic success for all American Indian students.
5. To empower American Indian and other education professionals to assist Indian students and their communities in achieving "self-determination."
6. To enlighten and educate all persons about American Indian culture and values, and the unique tribal legal status of being sovereign nations within the United States of America.

Indian Teacher and Educational Personnel Program  
College of Professional Studies

# Program Goal Activities

## **GOAL 1:** To recruit and assist American Indian students in gaining access to a college education.

**Outreach:** Contact high schools, community colleges, tribal councils, Indian Education Centers, past participants of the program, and Indian communities to seek out potential students for the program.

**Recruitment:** Make motivational presentations on the advantages of obtaining a college education to students at junior high and high schools, community colleges, tribal education centers, and at conferences and workshops.

**Financial Aid Advising:** Assist counselors and potential students with the various federal, tribal, and other financial aid applications to ensure that they are submitted on or before the deadline to prompt access to a full financial aid package to meet student college expenses.

## **GOAL 2:** To provide educational retention services to ensure that American Indian students are successful in the university system without compromising their respective tribal cultural values.

**Orientation:** Present an orientation session to new students that outlines program expectations and explains the ITEPP Participation Agreement.

**Academic Support Services:** Provide tutorial services, and an Indian cultural resource library, along with access to and training in computer usage to facilitate academic success.

**Monitoring:** Monitor academic progress through mid-semester evaluation reports from professors to determine need for intervention to promote academic success.

## **GOAL 3:** To assist American Indian students in academic and career planning to enable them to reach their maximum potential.

**Academic advising:** Develop and implement an academic plan for all participants.

**Counseling:** Provide guidance to students on career options with regard to a student's academic history and ability to articulate academic course planning and scheduling.

**Job Placement:** Contact prospective employers, maintain job vacancy files and assist graduates in the application process.

## **GOAL 4:** To create and support a learning community that fosters academic success for all American Indian students.

**Socialization:** Develop a "home away from home" atmosphere where students become a family to help each other transition, without assimilation, to new customs, duties, practices, expectations and traditions of the university and educational profession.

## **GOAL 5:** To empower American Indian and education professionals to assist Indian students and their communities in achieving "self-determination."

**Advocacy:** On behalf of Indian students and the American Indian community, mitigate cultural miscommunications or acts of inappropriate interaction to facilitate cultural inclusion and understanding.

## **GOAL 6:** To enlighten and education all persons about American Indian culture and values, and the unique tribal legal status of being sovereign nations within the United States of America.

**Special Courses:** Design and offer courses to meet the unique cultural and education needs of Indian students.

**Summer Classes:** Offer multicultural learning experiences and culturally relevant courses for current students, past graduates and teachers in the public schools.

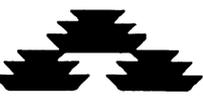
**Fieldwork:** Provide early entry to the education professions via a practicum that begins with observation and assisting in a classroom or other educational setting.

**Community Service:** Consultation, inservice training and outreach educational training to include teachers, aids and other ancillary educational personnel.





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# ✧ WELCOME TO ITEPP'S 25th Year ✧

You are traveling on the educational pathway that over a hundred and some ITEPP students have walked before you. You are joining a family of American Indian educators who are helping to achieve self determination for Native Peoples by being positive role models, teachers, counselors and social workers for the most precious resource of all -- our children.

ITEPP enjoys a national exemplary reputation for the successful training of teachers, counselors, social workers, and other ancillary educational personnel. ITEPP students have historically maintained a 85% to 92% completion/retention rate. This high rate reflects upon the dedication and hard work that each of the students put forth. ITEPP staff is here to support you in reaching your educational goal too!

The support that you receive from ITEPP will be both academic and personal. Academic support includes: tutoring, computer services, counseling, and peer study groups. Personnel support includes: financial counseling, funding (when available), social functions, and peer support. The ITEPP family of students and staff help one another in numerous ways.

As you begin your educational experience at Humboldt State University, ITEPP stands ready to meet your many needs. It is your responsibility to ask for directions, ask for help, ask for whatever -- providing student services is what ITEPP is here for. I have an open door policy. If my door is open, feel free to come in.

I will most likely have your registration materials, information on your academic requirements, know how to "fix it" or where to find it. I can't always read your mind, so let me know what is going on. Please remember to check with me first.

As a general rule, check out the "haps" at ITEPP at least twice a week. Notices will be posted or in your mailbox, or the old grapevine will keep you abreast of the latest. Students who bond with the program and are never late or absent from classes have the highest success rate. Students who avoid the program and also have attendance or tardy problems have the highest failure rate. The choice is yours.

Welcome to ITEPP,

Laura Lee George  
Coordinator & Academic Advisor

### ITEPP STAFF

Andrew L. Andreoli, Director  
Laura Lee George, Coordinator  
Lorraine Taggart, Secretary

(707) 826-3672 Office  
(707) 826-5196 Students  
(707) 826-3675 Fax

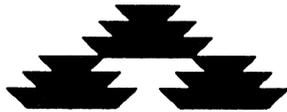


# ADVISORY BOARD & ITEPP COURSES

## ITEPP ADVISORY BOARD

Policy for the administration of ITEPP is a function of the ITEPP Community Advisory Board. The Advisory Board also selects the ITEPP participants and has a Review Committee to recommend action when student progress does not meet the terms of the Participation Agreement.

The Advisory Board is comprised of six community members who are American Indians or the parents of American Indian students, and six student members. The student Community Advisory Board members for 1994-95 are: Wes Crawford, Dawn DeMarcus, Umoja Douglas, Dominic Figueroa, Merv George Jr., and Elsie Griffin. Elections for the 1994-95 community board members will be held during the Fall semester. The 1993-94 Community Advisory Board members are: Vicky Burnett; Diana Ferris; Pam Malloy; Lyn Risling; Cheryl Seidner and Charlene Storr.



## ITEPP COURSE OF STUDY

Each ITEPP participant is required to enroll in the ITEPP course of study in addition to the regular major and general education requirements. This course of study is designed to give students the minimum educational background necessary for understanding the cultural behavioral characteristics of American Indian students, and acquiring the knowledge of cross-cultural instructional methods without the sacrifice of tribal identity.

- PS 330 History of Indian Education (3)
- PS 335 Social and Cultural Considerations in American Indian Education (3)
- PS 340 American Indian Experience in Education (3)
- PS 403 Issues in Counseling American Indian Students (3)

- PS 430 Seminar: American Indian Funding Sources (3)

The Fieldwork/practicum component is an important aspect of ITEPP. The PS 791 fieldwork experience is suggested.. Participants spend a minimum of 3 hours per week for 1 unit in a classroom or in an educational or tribal organization. Along with the supervised fieldwork, students are required to participate in a weekly seminar class. The required early field experience for entrance into the fifth year credential program is also met through ITEPP'S fieldwork courses;

- PS 791 Fieldwork in American Indian Education (1-3)  
(suggested each semester)

- PS 792 Seminar: Direct Experience with American Indian Students (required each semester) (3)



## ITEPP HOUSE RULES

We estimate that there will be 40 ITEPP students for Fall 1994. This means that we are going to be very cozy in Spidell House #85--we can't all fit at the same time. There are several **House Rules** that must be enforced. We are on the Honor System whereby:

1. Everyone respects the property and rights of others. This extends to privacy of mailboxes, computer disks, and coffee cups with names on them.
2. Every item leaving Spidell House must be checked out -- Library items, curricular items, etc. Special permission from the Coordinator is required for any equipment and only under special circumstances.
3. ITEPP students may stay after hours when staff is gone. ITEPP students are responsible for unplugging the coffee maker, turning off all equipment, turning out all lights and locking all windows and doors when they leave.
4. A student telephone is provided for local calls. The program is charged for the number of access calls and the length of the calls. **MAKE SURE YOUR CALLS ARE NECESSARY AND SHORT.**
5. The ITEPP Student Club provides sodas for sale in the refrigerator. These are **NOT FREE.** Please pay or have the courtesy to stick an IOU note in the can. Food Stamps are not accepted and IOU's are expected to be paid every month.
6. Please put all cans in the container provided which is located on the back porch. Glass items are to be disposed of in the campus recycling can.
7. Each student is responsible for providing a quiet environment conducive for study. Please be observant to the appropriateness of any noise level. Since we are a family, let others know when they are infringing on your right to a quiet study environment.

8. State law does not permit smoking in any State building. Furthermore, some ITEPP persons are highly allergic to strong smells such as glues, nail polishes, etc. Please refrain from use in Spidell House.

9. If you smoke please **DO NOT** throw cigarette butts on the sidewalk or ground!

10. Children are welcome at ITEPP as long as they are supervised. Supervision means that someone makes sure that they adhere to all the rules above and **DO NOT TOUCH OR PLAY WITH THE EQUIPMENT.** Especially the computers or the paper cutter!!! Library books must be removed from and replaced on the shelf by the supervisor.

11. You are welcome to use the kitchen facilities as long as you wash your dishes and clean up after yourself.

### OFFICE HOURS

Spidell House is generally open from 8-5 Monday through Friday. Use of the office after hours or on the weekends may be arranged with the staff members.



## ✦ Phone & Library ✦

### Phone Use Guidelines

A phone for student use is provided in the computer/study room of Spidell House. Please note that all calls are reported to staff via the phone system where the time of day, the number called, and the length of the calls are recorded. There is also an access charge for all calls leaving the campus of 4 cents for the first minute and 1 cent for each additional minute for calls within 8 miles. Rates are higher for distances up to 16 miles. Long distance calls are not accessible from the student phone nor the secretary's phone. Should you need to call off campus please be brief as ITEPP funding is tight. If any abuses occur, the telephone will be removed. Staff phones are not for student use. There are both white phones on campus and pay phones located in Harry Griffith Hall and in the new Student Business Services building.

The staff will take messages for you, and in an emergency will attempt to locate you, so please make sure we have your current schedule and phone number on file. Your phone number or address will not be released to anyone without your permission.

### Mailboxes

All participants in ITEPP have a mailbox located in Spidell House. This box should be checked weekly for important messages, memos and other information distributed to students. The boxes can also be used to communicate with the other students.

### Library Checkout Procedures

Participants may checkout books and other educational materials by filling out the checkout card with; last name, first name street address, city, zip code, and phone number. After the card is filled out with the required information above, place it in the check out box on top of the library return box. Books and materials should be deposited in the Book Return box as soon as you are done with them. Other students may need them for a class or project.

The due date is **two weeks** from the time the books or materials were checked out. If books and materials are not returned by the due date they are subject to fines. In addition, books and materials that are not returned by registration time for the next semester will have holds placed on transcripts, registration, financial aid, grades and diplomas. The student is also responsible for replacement or repayment of lost or stolen books and materials.

If you need any help in finding books and materials on a particular topic, please see Laura Lee or Lorraine. If you have any suggestions for additions to the collection please tell a staff member. ITEPP also gladly accepts donations of books and materials to add to the Indian collection.



## EQUIPMENT & COMPUTERS

### Office Equipment & Supplies

Equipment in Spidell House that is available for student use includes 2 IBM computers, 4 Macintosh computers, laser printers, an Apple IIE computer, a tape recorder, copy machine, a keyboard, television VCR, camcorder and a typewriter. Equipment in staff offices are to be considered off limits unless permission is secured prior to use. If you have any questions about the use of these machines please consult the office staff. **Any items leaving the office must be checked out with a staff member.**

A limited amount of supplies are available for student projects relating to required HSU coursework or fieldwork. Please check with the Coordinator if you have any special needs.

### Computer Etiquette

Use of the computers in Spidell House is a **privilege** reserved for program students. It is proven that word processing helps save time in preparing, editing, and reprinting term papers. You are encouraged to learn one of the word processing programs in Spidell House. All participants are required to go through a training orientation before they are allowed to use the computers. Appointments are to be made with Elsie or Kerri at the start of the semester. Two IBM computers are connected to the mainframe computers on campus and can be used for classwork requiring the mainframe and/or specific programs. See Laura Lee for details.

The computers are expensive and as with anything electronic, spilled liquids can do the machines in. **FOOD OR DRINKS ARE STRICTLY PROHIBITED NEAR THE COMPUTERS.** Also due to copyright laws and pure ethics, do not copy other person's disks. Please respect the privacy and property of other students including their disks.

### **General Rules for computer usage:**

In order to maintain the computers and their applications it is important not to copy or delete files. If you are unsure of the process see Laura Lee or Elsie immediately. In addition, students are asked not to open up folders on any of the hard disks. Students are required to use the Apple menu to access word processing applications to make sure that the applications aren't altered or changed. MacWrite, MacPaint or any other Mac programs are strictly prohibited

from the ITEPP computers. No boot-up or system disks are allowed. The only disks that are permitted are ITEPP formatted. If you have another disk that you use on campus with a different program please see Elsie or Kerri to have them converted to ITEPP'S programs and systems.

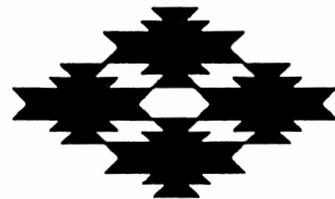
ITEPP recycles paper. Make sure that only white papers goes in the recycling box.

Dust Kills! Be sure to cover the computer equipment when through using and close the disk storage box covers! One page of information can be stored on the space the size of a speck of dust. Always clean up after yourself.

The computer stores information on disks in magnetic form. This means that any electromagnetic field can wipe out, shoot holes in, and otherwise damage the stored information. Please be careful and aware of the environment surrounding your computers and disks.

- Boom boxes and radios near the computers and disk are not recommended as speakers have a magnetic field that can damage disks. The larger the speaker, the larger the magnet and larger the damage.
- A ringing telephone can shoot holes in your disks.
- Any electric motor gives off an electromagnetic field in proportion to its size.
- Scissors with magnetic tips and blinking fluorescent lights can cause damage.
- Bending, folding, writing on, extreme heat or cold can also damage disks.

**Sign up for computer time respecting the needs of others. Do not be a computer hog!!**



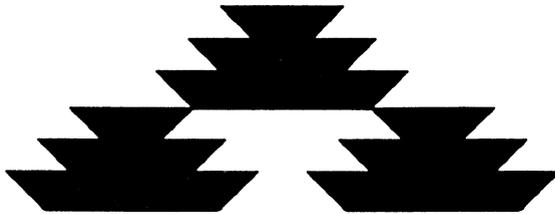
## ATTENDANCE & FINANCIAL AID

### Attendance Policy

Attendance in your scheduled classes during the first week is absolutely essential. You can be dropped if you are not there. Make sure your schedule is complete and that you attend all class sessions. After the first two weeks of classes: if you are ill and cannot attend classes, then call the professor BEFORE class to let them know. Also let Laura Lee or Lorraine know so that they may be of assistance.

The number one reason that students fail classes or get poor grades in a class is directly related to non-attendance, tardiness, and poor attendance.

Please check your revised class schedule as soon as you receive it. If there are any errors, they need to be corrected before the add/drop deadlines.



### Financial Aid and Scholarships

In order to become eligible and considered for many campus based scholarships, students must file a scholarship application with the Financial Aid Office in a timely manner. The priority deadline is generally in the first week of March for the following academic year.

Both the Spidell House and HSU libraries have resources outlining the various grants, scholarships and fellowships which you can apply for. With a little research you can find many sources of additional funding which can help you obtain your education.

Please make sure you take the time to fill out and return either the Free Application for Student Aid (FAFSA) or the renewal form right after the first of the year. Your financial aid eligibility is determined by this process, so the earlier it is correctly completed and submitted, the better off you will be financially.

Undergraduate students must contact their BIA Area Agencies for Higher Education funding. Be sure to also check with your own Tribes for possible sources of aid and scholarships and deadlines.

As always the staff is ready to help you with any problems you might have.



### Emergency Fund

ITEPP'S Alumni have started an emergency fund for student emergencies. If you find yourself in dire need, check with the ITEPP staff on the availability of emergency funds.

## Basic Terms Of Participation

Each program participant will receive a Student Participation Agreement, which must be signed to be an active member of ITEPP. Each of the items listed on the agreement must be followed to remain in the program. After reading the agreement please sign it so it can be placed in your file. You will receive a copy at the ITEPP Orientation when you enter ITEPP. A copy also is included in this Handbook for your perusal.

## Program Probation

Any student who fails to abide by the terms in the Participation Agreement will be put on a Probationary Contract. If the student does not perform to the requirements of the contract they will be subject to Review Committee action which may include reduction or withdrawal of ITEPP funding and/or dismissal from the program.

## Grading Policy On Incompletes

CSU Chancellor's Executive order #268 requires that the grade of Incomplete ("I") be changed on your transcripts to an "F" after 1 year and cannot be changed. The regulation also states that all Incompletes must be made up within 1 calendar year following the end of the semester in which the "I" was received. This policy is in effect whether or not the student maintains continuous enrollment. Don't let those incompletes come back to haunt you.

## Credit/No Credit

**Mandatory CR/NC Grading.** Some courses are offered only for Credit/No Credit, no letter grades are awarded. Examples of these type courses are: activity, thesis projects, field projects, Independent study and specialized courses.

## Optional CR/NC Grading

A student has a choice in some courses to opt for Credit/No Credit in place of a letter grade. Students may take only one course per semester on an optional credit/no credit basis. Students desiring to register for optional credit/no credit courses will do so in the following manner:

1. Register for all courses in the regular fashion.
2. Any student who wishes to exercise the credit/no credit option may do so by filing

the required form at the time of registration or **within the first eight weeks** of the semester to the Registration Office, SH 211. Except for courses that begin after mid-semester, this form may not be withdrawn or amended after the first eight weeks of the semester. At the end of the semester, faculty will report an appropriate grade in the usual fashion.

3. A CR grade will be recorded for an undergraduate student if the student earns a grade of A, B, C, or C-. If the undergraduate student earns a D+ or below a NC grade will be recorded. A CR grade will be recorded for a graduate student if the student earns a grade of A, B, or B-. If the graduate student earns a C- grade or below a NC grade will be recorded.

Mandatory credit/no credit courses are not affected by this policy.

No more than 24 semester units of Credit/No Credit taken at HSU will be counted toward the Bachelor's degree. Courses used to fulfill major requirements may not be taken on an optional Credit/No Credit basis. Check with your Academic advisor for more information.

## Repeating Courses

Undergraduate students may repeat courses at the University under one of two options.

Graduate student may repeat courses only under OPTION 1.

**OPTION 1:** All attempts will be entered on the Permanent Record and included in grade point average computations.

**OPTION 2:** Only the most recent attempt will count in the HSU cumulative grade point average. This process involves submitting a petition to the Office of Admissions and Records after registering for the course. You may repeat only once under this option and grades of I, W, NC, U, SP and RD will not be considered as most recent attempts for grade point average computation under the provision of this policy.

*Repeat Policy Forms are available from the Admissions & Records Office, Siemens Hall 214 or from the ITEPP Coordinator.*



**INDIAN TEACHER & EDUCATIONAL PERSONNEL PROGRAM**  
**Humboldt State University**



**STUDENT PARTICIPATION AGREEMENT**

As a participant in the Indian Teacher & Educational Personnel Program at Humboldt State University, I \_\_\_\_\_ agree to the following:

1. As a student, I will successfully complete 15 units per semester with a minimum of 12 units being acceptable under special situations and only by prearrangement with the ITEPP Coordinator. (1/2 time students can take no more than 6 units.) These 15 units will be applicable to my General Education requirements, declared major requirements, credential requirements, or required ITEPP courses.
2. I understand that it is my responsibility to attend each and every class session; that attendance the first week of classes is critical or my enrollment in classes may be automatically dropped; that I will check my class schedule and correct it before the add/drop deadlines; that all assignments must be turned in on time in order to receive full credit.
3. As an ITEPP student, I will attend the weekly PS 792 seminar course each semester conducted by the ITEPP staff, participate in the PS 791 Fieldwork Course and attend the ITEPP Club meetings.  
 \_\_\_\_\_ (initial)
4. I understand that as a part of my commitment to the ITEPP program, I will be required to enroll in and complete the ITEPP courses: PS 330 History of Indian Education; PS 335 Special & Cultural Considerations in American Indian Education; PS 340 American Indian Experience in Education; PS 403 Issues in Counseling Indian Students, and PS 430 Seminar on American Indian Funding Sources.
5. I understand that ITEPP students who complete the ITEPP Course of Study will earn a Certificate of Completion and will be eligible for letters of recommendation from the program. \_\_\_\_\_(initial)
6. I understand that it is my responsibility to check in with the ITEPP Coordinator on a weekly basis and to check my mailbox for messages, deadline information, and other pertinent information.  
 \_\_\_\_\_ (initial)
7. I understand that it is my responsibility to report progress in coursework to the Coordinator so that tutorial help may be secured if needed in a timely manner. \_\_\_\_\_ (initial)
8. I understand that my name, tribal affiliation, and academic achievements may be used in public relations announcements and newsletters of ITEPP. \_\_\_\_\_ (initial)
9. I understand that I must achieve a GPA that will allow me to enter and complete the Teacher Preparation Credential Program as defined by California State University Chancellor's Executive Order #547.
10. I understand that to the ITEPP Coordinator will send periodic semester evaluation report forms to my professors checking on my attendance, coursework, expected grades, etc. It is my responsibility to check and review these evaluation reports with the Coordinator. \_\_\_\_\_  
 (initial)
11. As a student, I understand that my progress in the program will be regularly reviewed by the program staff. If I do not meet the minimum coursework requirements in any given semester, I understand that I will be placed on probation for the following semester. I further understand that deficient performance in two consecutive semesters will cause me to be dropped from the program. I have the right to appeal in writing and request a Review Board meeting. \_\_\_\_\_ (initial)

-----  
 Student Signature

-----  
 Date



## TUTORIAL HELP

It is the student's responsibility to discuss any difficulty with coursework to the ITEPP Coordinator in a timely manner so that tutorial services may be procured. ITEPP works in conjunction with the Student Affirmative Action Office, the EOP Office, and the Learning Skills Lab in providing tutorial services to participants.

## ACADEMIC ADVISING

ITEPP participants will receive individual academic counseling and guidance from the Coordinator. Such assistance is designed to advise students of the appropriate courses of study leading to the attainment of their respective academic goals in a timely manner.

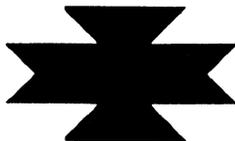
The Coordinator sends out mid-semester evaluation forms (see opposite page) to all professors who have ITEPP students in their classes. This evaluation helps students to identify progress in courses in time for remediation if necessary.

Each student has an academic file maintained by the Coordinator. Class schedules, grade reports, academic plans, financial aid information, fieldwork information, test results, and awards are typical contents of these files. Only staff has access to the files. Students may have access to their own files by seeing the Coordinator.

The Coordinator keeps in close contact and works with the many academic departments on campus to keep students abreast of academic requirements.

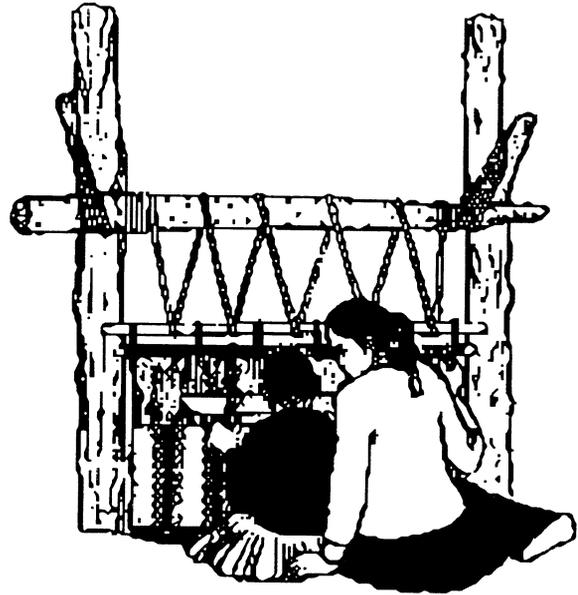
## CHANGE OF NAME OR ADDRESS

It is very important to inform the ITEPP Secretary (Lorraine) of any changes in your name or address. In addition, students must also file a change of name form and a change of address form with the Admission & Records Office.



## CATALOG

Every student should purchase a HSU catalog the year that they enter Humboldt. The catalog that you enter under will list the requirements that you will graduate under. You do not change catalogs each year!! Deviating from your catalog requirements because "other students said they took a different course" is not wise! Consult Laura Lee before any change of courses. These other students may have other circumstances that will not work for you.



## GRADUATION CEREMONIES

All ITEPP students are encouraged to participate in the HSU Commencement Exercises held in May. The ITEPP Club has purchased caps and gowns for students to wear. The Club also has an annual Graduation Honoring Ceremony and Party to celebrate the accomplishments of the graduates.

You will need to file for graduation before your last semester of classes. It is best to file for graduation upon the start of your junior year. See the Coordinator for more details.

# INDIAN TEACHER AND EDUCATIONAL PERSONNEL PROGRAM

FALL 1994 HUMBOLDT STATE UNIVERSITY  
MID-SEMESTER SCHOLASTIC EVALUATION (707) 826-3672



The Indian Teacher & Educational Personnel Program is presently in the process of conducting a mid-semester scholastic evaluation of all program students. In order to help students maintain a high scholastic standing, their progress is monitored from the time they enter ITEPP. This evaluation request in no way indicates that the student is having difficulties. Your assessment of this student will aid ITEPP in making available academic advising and tutorial services IF NEEDED. It would be helpful if we could receive your response immediately after mid-semester exams. This evaluation will be reviewed with the student. Thank you.

**ATTENDANCE:** Is the above student attending class regularly? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ASSIGNMENTS:**

\_\_\_\_\_ Completed \_\_\_\_\_ Not Applicable  
 \_\_\_\_\_ Not Completed \_\_\_\_\_ Don't Know

**CIRCLE GRADE EARNED TO DATE:**    A        B        C        D        F        CR        NC

**DOES STUDENT NEED ONE OF MORE OF THE FOLLOWING?:**

Counseling/Advising	_____	See Instructor	_____	Tutorial Help	_____
Improved Attendance	_____	More Class Participation	_____	Other	_____
Improved Writing Skills	_____	Improved Math Skills	_____		

**STRENGTHS:**

\_\_\_\_\_ Displays positive attitude  
 \_\_\_\_\_ Actively participates in class  
 \_\_\_\_\_ Gives notice if class must be missed  
 \_\_\_\_\_ Is able to pass tests/assignments readily  
 \_\_\_\_\_ Uses proper sentence structure, grammar, etc.  
 \_\_\_\_\_ Other \_\_\_\_\_

**WEAKNESSES:**

\_\_\_\_\_ Is often late for class  
 \_\_\_\_\_ Displays poor study habits  
 \_\_\_\_\_ Has difficulty with exams/assignments  
 \_\_\_\_\_ Appears to lack adequate course background  
 \_\_\_\_\_ Writing skills, needs improvement in: \_\_\_\_\_  
 \_\_\_\_\_ Other \_\_\_\_\_

**ADDITIONAL COMMENTS:**

**RETURN THIS FORM TO :**

Laura Lee George, Coordinator  
 ITEPP  
 Spidell House # 85

ARCATA, CALIFORNIA 95521

## INDIAN STUDENT CERTIFICATION FORM

1. Full Name: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. City, State, Zip: \_\_\_\_\_

4. IF A COPY OF YOUR TRIBAL ENROLLMENT OR OFFICIAL LETTERS ARE ENCLOSED OR ON FILE WITH THE ITEPP OFFICE, **you do not need to complete this form.**

5. Who is a member of a tribe, band, or other organized group of Indians?  
**Check box below and answer the questions for that person**

(a)  Applicant himself/herself    (b)  Natural Parent    (c)  Natural Grandparent

6. Tribe, band, or other organized group is:  
**Check all boxes that apply**

(a)  Federally recognized    (b)  Eskimo, Aleut, or other Alaskan Native

(c)  Not Federally recognized

(d)  State recognized, by the State of (\_\_\_\_\_)

(e)  Other organized group (\_\_\_\_\_)

7. What is the individual's membership number? \_\_\_\_\_  
**Check box below**

(a)  enrollment number    (b)  allotment number    (c)  other {explain}

\_\_\_\_\_

\_\_\_\_\_

8. Is there an organization which maintains membership data for the tribe, band, or other organized group?    Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give name and address of the organization

\_\_\_\_\_

\_\_\_\_\_

9. If no, explain how the person indicated meets the definition of Indian given at the bottom of this form.

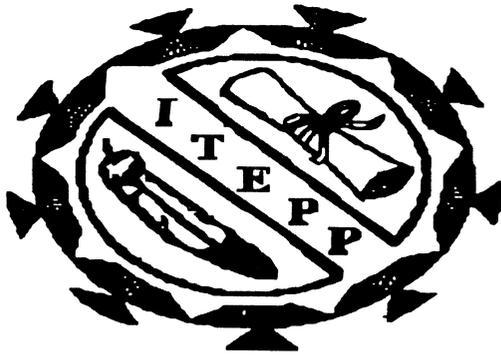
\_\_\_\_\_

\_\_\_\_\_

### DEFINITION OF INDIAN:

Indian means any individual who (1) is a member of a tribe, band, or other organized group of Indians including those tribes, bands, or groups terminated since 1940, and those recognized by the State in which they reside, or who is a descendent, in the first or second degree, of any such member, or (2) is considered by the Secretary of the Interior to be an Indian for any purpose, or (3) is an Eskimo or Aleut or other Alaskan native.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## ITEPP STUDENT CLUB

HUMBOLDT STATE UNIVERSITY  
 SPIDELL HOUSE #85  
 ARCATA, CALIFORNIA 95521  
 (707) 826-3672



All ITEPP participants are members of the student club and are strongly encouraged to participate. Club meetings are held bi-weekly during each semester along with social events, fund-raisers, and other activities. The student club hold elections for club officers during April for the following year. Your ITEPP Club Council members are:

Chair	Kerri Malloy
Vice Chair	Merrold Young
Secretary	Dawn DeMarcus
Treasurer	Maryann Six
Council Members	Wes Crawford Dominic Figueroa Lonyx Landry Mark LeBeau

The ITEPP Club also has a small loan fund where students can borrow up to \$50.00 at a time.

The Club has several publications that are for sale. These include a Native American Cookbook, Three Bears Color book, Animal Friends Color book and an American Indian Paper Doll book. Also on the horizon is a Poetry and Short Story book. See the publication order form on the next page.

You should also take time to read the ITEPP Club Constitution included in this Handbook.

### ITEPP ALUMNI

The past graduates of ITEPP have been very supportive of the program. Some past graduates have provided fieldsite placements in their classes for current students. ITEPP tries to keep current addresses on all past graduates in order to mail newsletters etc. In addition, The ITEPP alumni have made donations to the ITEPP Trust to help current students with emergencies.

### STUDENT AWARDS

ITEPP students have won several prestigious awards during the past years. Most recently, ITEPP student Steven Leask was chosen as the Outstanding Academic Student in Business Administration for the class of 1994.

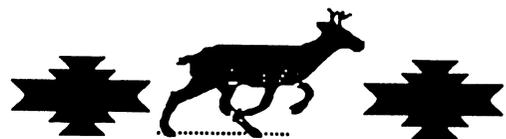
ITEPP Student Dominic Figueroa was awarded one of 75 California Pre-Doctoral Scholarships for the 1993-94 academic year. Also, he won a summer pre-doctoral internship here at Humboldt State University.

ITEPP's Brian Watkins received first prize in the Student Affirmative Action Literary Contest, Spring 1994 in the Creative Writing Category. Another Alumnus, Thomas Murphy won second place in the same contest and category.

ITEPP Graduate Barry McCovey was chosen the outstanding Senior Man and delivered the Student Commencement Address at the May 1992 ceremonies.

At the Fall 1991 Lumberjack Days, ITEPP Club won first place in the Bucket Brigade and the Hose Laying contests. They won second place in the Mud Diving Contest.

Let's keep the tradition going in 1994-95. Volunteer for club activities and events and make your ITEPP years memorable. All members of the ITEPP Club will be in a class together every Friday. This will give every ITEPP club member the chance to know everybody in the club forming life long friendships.





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**PUBLICATIONS ORDER FORM:**



**NATIVE AMERICAN COOKING**



ITEPP  
 Humboldt State University

The Three Bears

Coloring Book



1. **NATIVE AMERICAN COOKING:** A collection of American Indian recipes. \$5.00 each (\$4.25 each on orders of 25 or more)

2. **THREE BEARS COLOR BOOK:** \$1.50 each

3. **ANIMAL FRIENDS COLOR BOOK:** \$1.50 each

4. **AMERICAN INDIAN PAPER DOLLS:** \$1.50 each

5. **OUR PEOPLE SPEAK:** An Anthology of Indian Writing. \$5.00 each



Animal Friends

Coloring Book



American Indian

Paper Dolls



Item	#Ordered	Price Ea.	Total
#1			
#2			
#3			
#4			
#5			

TOTAL \$ \_\_\_\_\_

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone [ ] - \_\_\_\_\_

RECEIVED \$ \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_



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**HUMBOLDT STATE UNIVERSITY**  
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## **Indian Teacher and Educational Personnel Program ITEPP Club Constitution**

### **Preamble:**

The Indian Teacher & Educational Personnel Program Club members at Humboldt State University, do hereby form this cooperative democratic government to provide for the efficient handling of student club business and academic affairs, and to insure the rights of students, and do hereby establish this constitution.

### **Purpose:**

The Indian Teacher and Educational Personnel Program Club, herein after referred to as the ITEPP Club is organized to support the ITEPP Club members in their academic pursuits in regard to financial, social, and academic support. The ITEPP Club is also committed to the educational involvement and social services within the American Indian, Native Alaskan, and educational communities.

### **Article I: Name**

The Organization shall be know as the ITEPP Club at Humboldt State University.

### **Article II: Membership**

**Section I:** Any person duly registered as a student at Humboldt State University and fulfilling the membership requirements of the ITEPP program is automatically a member of the ITEPP Club.

**Section II:** All new ITEPP students will be automatically admitted as a Club member.

**Section III:** Any registered American Indian/Native Alaskan student at Humboldt State University having an interest, concern, or knowledge in the benefit of American Indian/Native Alaskan education, may be a Club member.

### **Article III: Governing Body/Election Procedure**

**Section I:** The Club membership shall be the governing body of the ITEPP Club.

**Section II:** The governing body shall elect the Club Council which shall consist of eight (8) members including a Chair, Vice-Chair, Secretary, Treasurer, and four representatives from the Club membership. No person may hold dual offices during the same term.

**Section III:** Elections shall be held during the Spring semester of each year.

**Section IV:** Nominations of officers and representatives will be held at a general meeting during the first meeting in April.

2. To record all financial transactions and to provide budget reports at the regular Club Council meetings.
3. To maintain the financial records as developed by the Club Advisor for the Club Council.
4. To collect and deposit moneys of the Club into Club accounts.

**Section VI: Duties of the Advisor (As defined by HSU Student Organization's Handbook)**

1. To be informed of the purposes of the organization.
2. To be familiar with University Policies and procedures relating to organizations: clarification may be obtained from the HSU Club Coordinator's office.
3. To encourage organization members to assume responsibilities and leadership.
4. To sign all check requests for Club expenditures.
5. To help student leaders preserve organizational records which will provide continuity (E.G., minutes of meetings, reports on activities, membership lists, evaluations of activities.)

**Articles V: Authority of Club Council**

**Section I: Duties and Responsibilities**

1. To conduct the business of the Club organization at duly called meetings where a quorum is present.
2. To establish fund raising activities as a source of revenue for the Club.
3. To appoint officers and members to fill vacant positions on the Club Council.
4. The club Council may propose or originate petitions for constitutional amendments.
5. To appoint standing and special committees.

**Article VI: Club Funds**

**Section I: Appropriations and Allocation of Funds**

1. All appropriations and allocation of funds must be approved by the membership of ITEPP by a majority vote at a Club Council meeting with a quorum present or by majority petition vote of all ITEPP members.
2. Signature of the Club Advisor and Treasurer (or in the absence of the treasurer, the Chair's signature) is required to release funds after Club approval.

**Article VII: Meetings**

**Section I:** Regular ITEPP Club membership meetings shall be bi-weekly. The time, date, and place of the meetings shall be determined by the Club Council at the first regular meeting which shall be held during the second week of the Fall semester of the academic year.

**Section II:** A quorum shall consist of eight members consisting of four Council members, including the Chair, or Vice-Chair, and four members from the Club membership.

**Section III:** The Club membership will have the right to vote with the council on all Club transactions.

**Section V:** Within two weeks of the nominations, voting by secret ballot shall commence for five school days. If a candidate does not receive fifty-one (51) percent of the votes, then a run-off election between the two highest vote recipients shall take place within one week of the certified elections.

**Section VI:** Elected officers shall be seated at the final meeting in May.

**Section VII:** The term of office shall be from the time of seating in May until new officers take office the following May.

#### **Article IV: Duties and Responsibilities**

**Section I:** As the governing body, the ITEPP Club membership is encouraged to attend all meetings and participate in Club activities. The membership shall be voting members and are eligible to vote on all Club transactions.

##### **Section II: Duties of the Chair**

1. To call, preside, and conduct all meetings of the ITEPP Club Council.
2. To perform all executive duties of the ITEPP Club Council.
3. To represent the ITEPP Club at social functions.
4. To inform Club members of school, community, and American Indian activities.
5. To serve as an ex-officio member of all Club committees.
6. To attend all ITEPP community Advisory Board meetings.
7. To meet new students at ITEPP orientation meetings to give an overview of the Club.

##### **Section III: Duties of the Vice-Chair**

1. To assume the duties of the Chair in their absence.
2. To assume the position of the Chair if the position becomes vacant.
3. To serve as an ex-officio member of all Club committees.
4. To serve as the official greeter and representative of the Club to all incoming students or visitors.

##### **Section IV: Duties of the Secretary**

1. To keep the minutes of all of the Club Council meetings.
2. To post the minutes of the meetings in the ITEPP office.
3. To place a copy of the minutes in a file at the ITEPP office.
4. To be responsible for any ITEPP Club correspondence and records as are required of the position.
5. To keep a record of all Club members.

##### **Section V: Duties of the Treasurer**

1. To review all financial transactions of the Club to ensure the accuracy of club accounts.

**Section IV:** Special meetings may be called by the Chair. A special meeting may be called by the membership upon receipt of a petition signed by twenty (20) percent of the membership roll. The secretary shall confirm that the petition signatures are Club members.

**Section V:** All special meetings must be posted in the ITEPP office for a minimum of three working days prior to the meeting.

**Section VI:** The parliamentary authority for the ITEPP Club shall be Robert's Rules of Order.

### **Article VIII: Initiative, Referendum, and Recall**

**Section I:** Petition: Initiative, referendum, and recall shall be initiated by a petition signed by one-third (33%) of the membership and submitted to the Club Council or Club Advisor.

**Section II:** Procedure: When a duly authorized petition is received, a secret ballot shall be called within two weeks.

**Section III:** Validation: a 2/3 majority of the Club membership must vote in favor of the petition in order for it to pass. Any petition so passed will become effective three days after date of the vote.

### **Article IX: Amendments**

**Section I:** Petition: An amendment to this constitution shall be presented in the form of a petition signed by 1/3 of the membership and submitted to the Club Council.

**Section II:** Procedure: The Club Council shall call an Amendment hearing to receive Club input. Within two weeks of the hearing, a secret ballot election shall take place. Announcement shall be posted within the ITEPP office and notice placed in each club member's mailbox.

**Section III:** Validation: To be adopted, the amendment must receive a simple majority (51%) vote of approval by the Club membership. Upon approval, the amendment shall go into effect immediately.

### **Article X: Enabling Clause**

This constitution shall become the official governing document of the ITEPP Club at Humboldt State University upon ratification of 2/3 majority vote of the Club membership and approval and acceptance by the Student Legislative Council of the Associated Students of Humboldt State University.

### **Article XI: Authority**

This constitution is based on the authority of the Constitution of the Associated Students of Humboldt State University and nothing herein shall be construed in violation thereof.

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Adopted April 29, 1992

Amended November 04, 1993



**HISTORICAL OVERVIEW OF  
THE INDIAN TEACHER & EDUCATIONAL PERSONNEL PROGRAM  
Humboldt State University  
College of Professional Studies**



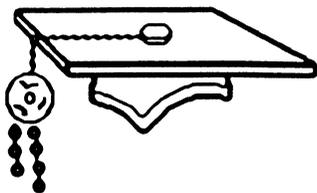
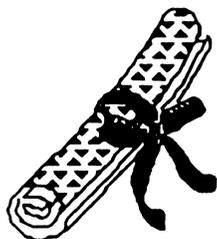
The Indian Teacher Education Project now referred to as the Indian Teacher and Educational Personnel Program was established in 1969 at Humboldt State University, with the primary mission of impacting institutional changes within the public school system. The project sought to accomplish this mission through the preparation of qualified American Indian educators. These American Indian educators would not only understand the cultural behavioral characteristics of American Indian students, but would also be empowered with the knowledge of multicultural instructional methods that would enable them to teach the basic academic curricula found in the public school system without compromising the respective tribal cultural identities of Indian students.

The project was originally designed for eighteen students who were enrolled in regular university degree programs during the academic year and credential program coursework during the summer with the ITEPP courses interspersed throughout both the academic year and summer sessions. Students were required to participate in spring break fieldtrips to various Indian reservations, tribal education programs, and Bureau of Indian Affairs schools. The first group of graduates were sought after to be directors and managers of various Indian education programs.

In 1979, the program was renamed the Indian Teacher and Educational Personnel Program (ITEPP) to reflect the inclusion of school counselors, psychologists, social workers and other ancillary educational personnel. Today it is an academic department within the administrative purview of the College of Professional Studies. It has three full-time staff persons: a Director who teaches ITEPP courses, administers the program, and is responsible for program development; a Coordinator who is charged with recruiting and retention efforts, student academic advising, student counseling, and other student related services; and a Department Secretary, who facilitates the day to day operation of the program. The ITEPP courses offered provide innovative Indian education curricula, special workshops, supervised field experience and small discussion groups that result in an increased awareness and involvement. Students in the program form a "family away from home" providing a support network for social, educational, and personal needs. The program has grown and currently included a Depth of Study in Indian Education for Liberal Studies/Multiple Subjects majors.

The small ITEPP library has become a focal point for student teachers and teachers in the field who are interested in Indian curricula. The program has become a resource center for Indian education offering training sessions and consultation for teachers, schools, and tribal education departments.

Since its inception, ITEPP has been an increasingly effective vehicle for the preparation of Indian people to assume perhaps the most vital of any community service role - the education of Indian children. The program offers an atmosphere of challenging academic excellency that establishes new scholastic expectations for student participants. These expectations are included in a Participation Agreement that each student signs upon entrance into the program. Clearly defined expectations inspire heightened student motivation and success at the University as evidenced by the high completion and retention rates of student participants. ITEPP is the oldest and most successful Indian teacher and educational personnel program in the nation.



## ITEPP GRADUATES

<i>Adkison, Chester</i>	<i>Drake, Adrienne</i>	<i>Jones, Marjorie</i>	<i>Medina, Magdalena</i>	<i>Saxon, Linda</i>
<i>Alsup, Rita</i>	<i>Duncan, Valerie</i>	<i>Kaye, Bruce</i>	<i>Melendy, Carol</i>	<i>Scholl, Nancy</i>
<i>Amador, Edward</i>	<i>Dunn, Carolyn</i>	<i>Kimber, Ona Lee</i>	<i>Mellon, Mark</i>	<i>Seghetti, Nadine</i>
<i>Ammon, Daniel</i>	<i>England, Richard</i>	<i>Kimney Jr., Robert</i>	<i>Merrifield, Ernest</i>	<i>Shaw, David</i>
<i>Anderson, Barbara</i>	<i>Ervin, Craig</i>	<i>Krueger, Carol Ann</i>	<i>Monks, Holly</i>	<i>Smith, Cynthia</i>
<i>Andreoli, Andrew</i>	<i>Estrada, Leanne</i>	<i>Laos, Juan</i>	<i>Murphy, Thomas</i>	<i>Smith, Edmund</i>
<i>Angell, Lucius</i>	<i>Fennell, Peter</i>	<i>Larson, Carol</i>	<i>Neilsen, Linda</i>	<i>Smith, Stephen</i>
<i>Archambeau, Edith</i>	<i>Ferris, Vicki</i>	<i>Leask, Steven</i>	<i>Newcomb, Jay</i>	<i>Smith, Verna</i>
<i>Arwood, David</i>	<i>Fletcher, Jill</i>	<i>Leazer, Rosalie</i>	<i>Nova Jr., Lewis</i>	<i>Smithfield, Carla</i>
<i>Attebery, Russell</i>	<i>Frederick, Holly</i>	<i>Lewis-Tuttle, Cheryl</i>	<i>Obie, Wallace</i>	<i>Steinruck, Donnell</i>
<i>Augustine, Patricia</i>	<i>Gallegos, Susan</i>	<i>Lewis, Kathy</i>	<i>Oliver, Marina</i>	<i>Steinruck, Sheryl</i>
<i>Augustine, Wilbur</i>	<i>Garcia, Ethel</i>	<i>Lincoln, David</i>	<i>O'Rourke, Margaret</i>	<i>Stokes, Melvin</i>
<i>Baca, Michael</i>	<i>Geary, Rudolph</i>	<i>Lowery, Dwight</i>	<i>Parrish, Shirley</i>	<i>Sundberg, Scott</i>
<i>Beck, Mitzi</i>	<i>George, Jennifer</i>	<i>Lozano, John</i>	<i>Pike, Keith</i>	<i>Schwenk, Genevieve Jones</i>
<i>Blocker, Avelina</i>	<i>George, Laura Lee</i>	<i>Magdaleno, Dena</i>	<i>Provoli, Sherri</i>	<i>Tate, Sharon</i>
<i>Bommelyn, Loren</i>	<i>Gibbens, Patricia</i>	<i>Malloy, Pamela</i>	<i>Quitiquit, Denise</i>	<i>Tiger, Amy Jo</i>
<i>Brown, Wenonah</i>	<i>Giovannetti, Joseph</i>	<i>Markussen, Delford</i>	<i>Raigosa, Mary</i>	<i>True, Rona</i>
<i>Bryan, Melanie</i>	<i>Goff, Colleen</i>	<i>Marshall, Teresa</i>	<i>Raymond, Nadine</i>	<i>Tsatsok, Debra</i>
<i>Burcell, Suzanne</i>	<i>Griffin, Stanley</i>	<i>Marshall, Ronda</i>	<i>Reaner, Roy</i>	<i>Tswelndin, Patricia</i>
<i>Burgess, Roxanne</i>	<i>Gritts, Kurt</i>	<i>Marshall, Deanna</i>	<i>Reece Jr., David</i>	<i>Turner, Dennis</i>
<i>Burnett, Vicky</i>	<i>Gutierrez, Ramona</i>	<i>Marshall, Lyle</i>	<i>Reicke, Paul</i>	<i>Vedolla, Eddie</i>
<i>Campbell, Gina</i>	<i>Gutierrez, Lynda</i>	<i>Martin, Laverne</i>	<i>Reyes, Elizabeth</i>	<i>Via, Mona</i>
<i>Carpenter, Melodie</i>	<i>Harlan, Lois</i>	<i>Martinez, Antoinette</i>	<i>Richardson, Nancy</i>	<i>Watkins, Brian</i>
<i>Chavez, Howard</i>	<i>Hawkghost, LaRain</i>	<i>Mata, Sara</i>	<i>Ricklefs, Elsie</i>	<i>Weatherford, Vera</i>
<i>Christin, Dana</i>	<i>Heenan, Frieda</i>	<i>Matillon, Page</i>	<i>Risling, Carolyn</i>	<i>West, Adelfia</i>
<i>Colegrove, Kimberly</i>	<i>Hodges, Jeanine</i>	<i>Mattz, Marian</i>	<i>Risling, Fern</i>	<i>Wheeler, Leo</i>
<i>Colegrove, Colette</i>	<i>Holm, Calisa</i>	<i>McCardie, James</i>	<i>Risling Jr., Leslie</i>	<i>Whipple, Lois</i>
<i>Crnich, Gerald</i>	<i>Hunt, Linda</i>	<i>McConnell, Deborah</i>	<i>Rivera-Chavez, Rafael</i>	<i>Wolfmberger, Sam</i>
<i>Davis, Radley</i>	<i>Inong, Rudy</i>	<i>McCovey, Barry</i>	<i>Roberts, Harold</i>	<i>Wright, Fremu</i>
<i>Davis, Robert</i>	<i>Inong, Kay</i>	<i>McCovey, Jene</i>	<i>Robertson, Claudette</i>	<i>Wright, Teresa</i>
<i>Defouri, Vicki</i>	<i>Irvine, Lisa</i>	<i>McCovey, Wlaim</i>	<i>Ruiz, Aron</i>	<i>Yerton, Kim</i>
<i>DeLorme, Mace</i>	<i>Isaac, Janette</i>	<i>McCullough, Colleen</i>	<i>Russ Jr., Joseph</i>	<i>Young, Allen</i>
<i>Donaghey, Lois</i>	<i>Johnson, Angeline</i>	<i>McDonald, Jeannie</i>	<i>Sanders, David</i>	<i>Zastrow, Phillip</i>