

ITEPP STUDENT HANDBOOK



First ITEPP Students, 1969: (front row, l. to r.) Dwight Lowry, Maidu-Pit River; Faustino Zarate, Hopi; Robert Keluche, Wintun; Eddie Vedola, Pomo; Leonard James, Telowa Cherokee; Helen Phillips, Hupa (back row l. to r.) Marina Cross, Pit River; Vera Weatherford, Yurok; Helen Lyons, Mission; Roxanne Morton, Hupa; Dierdre Jones, Washoe; Adrienne Hall, Hupa; Frank McCovey, Yurok; Pat Augustine, Pomo; Pamela Malloy, Yurok; Andrew Andreoli, Hupa; Frena Wright, Pomo; Frieda Heenan, Pomo.

INDIAN TEACHER & EDUCATIONAL PERSONNEL PROGRAM

HUMBOLDT STATE UNIVERSITY

Spidel House #85

Arcata, California 95521

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WWW Home Page

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Arcata, CA 95521

We are located on the HSU Campus on Harpst St. From the corner of Harpst and Rossow we are the 2nd and 3rd house to the west.

Other useful phone numbers:

A.I.R. Center	826-4241	Tutorial Center.....	826-4266
Admissions and Records.....	826-4402	Financial Aid.....	826-4321
Learning Skills Center.....	826-5188	HSU Bookstore.....	826-3741
ITEPP - Computer Lab.....	826-4578	UIHS.....	677-3693
ITEPP - Reception Area.....	826-5196	HSU Police.....	826-3456
INRSEP.....	826-4994	Cashiers Office.....	826-4331

ITEPP students may use the ITEPP telephone in the Computer Lab and Reception Area (see Phone Policy).



TABLE OF CONTENTS

	Pg. #
Welcome to ITEPP	2
Director's Welcome Message	2
Historical Overview	3
Who is an ITEPP Student	4
Application Process	4
When Do You Know You're An Official Member	4
Orientation Day	4
What Are Your Responsibilities	5
Get Directions	5
Student Commitments	5
Student Participation Agreement	6
Key Holding	7
Photographic, Audio/Video-Recorder And Kinescope Waiver	8
What Are ITEPP's Responsibilities	9
What ITEPP does for ITEPP Students	9
Program Philosophy & Goals	9
Environment	9
Advisory Board	9
ITEPP Course of Study	10
Planning Scheme	10
The Basic Rules	11
ITEPP House Rules	11
University Affirmative Action and Nondiscrimination Policy	12
Phone Policy	12
Grievance procedure	13
Working at ITEPP	13
Computer Lab Rules	14
Curriculum Center	15
Equipment & Computers & Misc Services	16
Office Equipment & Supplies	16
Copier	16
Typewriter	16
Mailboxes	16
Email	16
Advising	16
Skills to be a successful student	17
Attendance	17
Financial Aid	17
Emergency Fund	17
Importance of GPA	18
HSU Grading Policy on Incompletes	18
Mid-Semester Evaluation	19
Graduation-what to do when you're close	19
Student Future Employment	19
ITEPP Club	20
Fund Raising	20
ITEPP Club Constitution	20
Student Club Loans	24
Parking	24
Notes	25
Appendices	
List of ITEPP Graduates	



DIRECTOR'S WELCOME

Since 1969 ITEPP has been a powerful program in producing American Indian and Alaskan Native educators. The educational field is large and includes teachers, counselors, social workers, and other professionals. The field of Indian education is quite complex and requires a knowledge of the federal laws, policies, practices, and history in order to effectively maneuver through the often confusing maze of programs and services for Indian students.

You, like those ITEPP students before you, will be expected to assume leadership roles for facilitating institutional changes within the public school system and to improve educational opportunities for American Indian students. All ITEPP students, no matter what your major or career choice might be, will encounter educational issues at one time or another. ITEPP courses are designed to prepare you for the basics in Indian education with the minimum knowledge necessary to understand the special and unique status of tribes.

Be prepared to be challenged. ITEPP is a rigorous program with high expectations placed upon staff and students. It is through the hard work and commitment of ITEPP students and staff that ITEPP has enjoyed the status of quality program. I welcome you to ITEPP and wish you well in your educational endeavors. My office is always open to you and your concerns.

Laura Lee George
Director of ITEPP



Historical Overview

The Indian Teacher Education Project, now referred to as the Indian Teacher and Educational Personnel Program (ITEPP), was established in 1969 at Humboldt State University with the primary mission of impacting institutional changes within the public school system. ITEPP was the first program of its kind in the United States and has served as a model for programs throughout the United States, Canada, and Australia.

The project sought to accomplish its 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 and 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 course work during the summer with ITEPP courses interspersed throughout both the academic year and summer sessions. Students were required to participate in spring break field trips to various Indian reservations, tribal education programs, and Bureau of Indian Affairs schools. The first group of graduates was 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, other ancillary educational personnel, and tribal service professionals. 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. ITEPP also has a part-time Curriculum Resource Center Coordinator who oversees the day-to-day operations of the center.

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. The ITEPP courses help define expectations 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. 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 now includes a Depth of Study in Indian Education for Liberal Studies/Multiple Subjects majors.

The Curriculum Resource Center 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.

As the years have passed, there have been up to 60 students in the program at a time with approximately 35 students on an average semester. ITEPP'S record of service to Indian students and Indian communities has earned it a well respected reputation throughout the state and national exemplary recognition from the U. S. Department of Education, Office of Indian Education.





WHO IS AN ITEPP STUDENT

Application Process

Your ITEPP application is complete when the following have been submitted:

- Your completed ITEPP application.
- A short autobiography that indicates your desire to be an ITEPP student, and your interest in Indian Education.
- Two letters of recommendation (optional at this time).
- Your transcripts (unofficial are o.k.)
- Tribal identification documentation.

All of the above mentioned materials should be turned in as soon as possible. The absolute deadline for turning in your materials is the first day of the semester for which you are applying. After these documents are received your application will be reviewed by the selection committee and forwarded to the Director of ITEPP, Laura Lee George. You will know when this process is complete when you receive an acceptance letter. If you are in doubt as to your status then check with the ITEPP Coordinator.

When Do You Know You're A Member

Lastly, you are an official ITEPP student, capable of participating fully in the program, after you have received your acceptance letter. You must also attend the ITEPP orientation which usually occurs a few days before the semester starts.

Orientation

The first act you will accomplish as an ITEPP student will be to participate in the ITEPP orientation. This is where we will welcome you to ITEPP in person, show you the ropes, and you get to fill out more paperwork. Your acceptance letter will inform you of the date and time of the orientation. During the orientation you will enroll in the PS 792 Seminar: Direct Experience with American Indian Students, which meets every Friday from 1-1:50 (see HSU's current Schedule of Classes), and other appropriate ITEPP courses.

An ITEPP Student

You are joining a family of American Indian professionals 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. Best of luck to you on your educational path!

Past ITEPP students have earned an 86-92% completion/retention rate compared to the national Indian dropout rate which has been as high as 60% at some institutions. ITEPP students form a “family away from home” while the ITEPP office serves as a “home away from home.” The ITEPP staff provides many services for students such as academic counseling, cultural counseling, career counseling, tutorial services, etc. ITEPP has set a model for success that is proven, but your success as an ITEPP student depends upon you and your use of the ITEPP model and services. ITEPP staff is here to help, all you need to do is ask and participate.

WHAT ARE YOUR RESPONSIBILITIES

Get Directions

As you begin your educational experience at Humboldt State University, ITEPP stands ready to meet your many needs. However, it is your responsibility to ask for directions, ask for help, ask for whatever – since providing student services is a primary goal of ITEPP. As the Student Services Coordinator at ITEPP, 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 in with ITEPP at least twice a week. Notices will be in your email, or on occasion placed in your mailbox. While the old grapevine is still the most pleasant way to get information, it is not always the most reliable in keeping you abreast of the latest information.

Student Commitments

It is your responsibility as a future professional to attend classes and arrive on time. You must be sure to honor the commitments you make and especially commitments made in the name of ITEPP. If you aren’t sure if you’ll be able to honor an obligation don’t agree to participate. 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.

From time to time ITEPP may ask you to participate in campus activities, or attend off campus events. These requests should be viewed as your opportunity to have some input in the Native American Community as well as be representatives of ITEPP. You should expect that sooner or later you will be tapped to carry the ITEPP ideals into a classroom, on a panel, or at the podium as a speaker. These are necessary activities in your professional development.

It is also your responsibility to attend classes and to strive for the academic excellence that has been the hallmark of the program. You alone make the time management decisions necessary to insure success at HSU and as an ITEPP student. As an ITEPP student, you are held to a higher standard than the general university population, but you also have the ITEPP staff, students, and program resources to back you up.

All ITEPP students are expected to become proficient users of computing technologies and able to access the vast amount of information on the Internet and World Wide Web. ITEPP has student assistants to help train other ITEPP students on the various computers and programs. Advanced computer students may also develop programs and curriculum on the multimedia computers.



Student Participation Agreement

After students have completed their ITEPP application process and have been admitted by the selection committee, 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. This is a copy of the student participation agreement that you sign as a member of the ITEPP family.

As a participant of the Indian Teacher and 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 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, attend the ITEPP Club meetings, and participate in the PS 791 Fieldwork Course at least once while I am in ITEPP. _____(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 core courses (see the list in the Student Handbook).
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 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 ITEPP coordinator on a weekly basis and check my mailbox for messages, deadline information, and other pertinent information. _____(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 Chancellors Executive Order #547, or allow me to enter a graduate program should I desire to do so.
10. I understand 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

Key Holding

Work Study and Student Assistants will be issued keys to ITEPP in order to carry out their duties. If students require access to Spidell House 85 after normal business hours or on the week-ends, students should see ITEPP staff in advance. Sometimes it is necessary to issue keys to other students. Students who hold keys will have the responsibility of:

- 1) Volunteering specific blocks of time to keep the building accessible to for other ITEPP students. Not adhering to the volunteer scheduled hours will be reason to revoke the key privilege.
- 2) Completing computer lab training and demonstrating basic computer competencies in order to help others with computing needs.
- 3) Making sure the office and equipment are secure and free of unauthorized persons using the facility and equipment.
- 4) Reporting any incidents and concerns to ITEPP staff in a timely manner.

In order for ITEPP to keep House #85 open after hours for ITEPP students to utilize the program resources and computer lab while also maintaining security for the equipment, the following security agreement was developed.

This is a copy of the actual key holding agreement that you sign in order to become a key holder.

ITEPP SECURITY AGREEMENT

All ITEPP students who are issued keys to House #85, hereby agree to the following responsibilities relating to the security of House #85 and the equipment and other materials housed therein:

1. To report any abuse of the premises, equipment, or posted computer lab rules, to ITEPP staff immediately, or to the University Police in an emergency.
2. To allow only ITEPP students access to the premises. ITEPP students are responsible for their spouses and children who visit periodically, with children being supervised closely so as not to damage property or disrupt the study of others.
3. All guests must have pre-authorization from ITEPP staff to be in the facility and must sign the Visitor's Log.
4. All telephone calls to the 826-3672 telephone will be recorded on the telephone log. Calls on the 826-4578 do not need to be logged.
5. ITEPP key holder is responsible for lock-up of the premises. A Lock-Up Procedure List is posted by the front door for reference.
6. It is permissible to leave other ITEPP students in the building when the ITEPP key holder is leaving, but must delegate lock-up responsibilities to a specific student both verbally and by writing the delegation into the lock-up log. The lock-up log will state who was left in charge along with date and time and signed by key holder.
7. I must agree to keep the Spidell House 85 open to other ITEPP students during hours specified by staff.

I, _____, agree to the above responsibilities as an ITEPP Key Holder.

Date: _____

Signed: _____

ITEPP Key Holder





Photographic, Audio/Video-Recorder And Kinescope Waiver

This is a copy of the waiver you will sign as an ITEPP student.

I, _____, hereinafter called "subject", hereby confirm that **I have granted and do hereby grant to ITEPP**, (and/or other ITEPP assigned University departments), photographs or recordings taken of myself which are necessary for the preparation of brochures, handouts, displays, curricular materials, moving picture films, videotape recordings, photographic slides, or television kinescope films by the professional representatives of the University.

I further consent that ITEPP (and/or other ITEPP assigned academic departments) may use such pictures, films, tapes, or kinescopes so prepared for brochures, handouts, displays, curricular materials, broadcasts, audiovisual or professional presentation purposes, and for demonstration uses with audiences of educators, students, teachers, and other audiences of a professional nature.

I further grant the right to ITEPP through its professional and designated representatives, the use of such materials to other parties for these expressed purposes and in consideration thereof hereby expressly waive any possible claim on my part for remuneration or damages in any form in connection with these materials.

I understand that I must grant permission to use a photograph in which I am the sole subject of the photograph, such as a portrait, or a close-up of an activity.

It is my understanding that such specified pictures become the property of ITEPP and HSU.

ITEPP REPRESENTATIVE

Subject Signature

Date

Signature

Position

I, _____, hereinafter called "subject", hereby **do not grant to ITEPP**, and/or assigned University departments, photographs or recordings taken of myself which are necessary for the preparation of brochures, handouts, displays, curricular materials moving picture films, videotape recordings, photographic slides, or television kinescope films, or for demonstration uses with audiences of educators, students, teachers, and other audiences of a professional nature.

ITEPP REPRESENTATIVE

Subject Signature

Date

Signature

Position

2 COPIES
Subject retains 1 copy



WHAT ARE ITEPP's RESPONSIBILITIES

What ITEPP Does For You

The support that you receive from ITEPP is both academic and personal. Academic support includes: academic advising, tutoring, computer services, counseling, access to a specialized collection of Native American educational materials, peer study groups, and more. Personal support includes: financial counseling, funding (when available), career counseling, social functions, and peer support. The ITEPP family of students and staff help one another in numerous ways. Sometimes the help that is received is not recognized as help, but almost daily, staff and your fellow students go above and beyond the call of duty to provide help.

The ITEPP courses give the basic minimum knowledge necessary to understand the special and unique status of tribes. This knowledge will help ITEPP grads successfully assume positions in the fields of education, social services, counseling, and tribal services without the sacrifice of tribal values and identity.

Program 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, ancillary educational personnel, and tribal services personnel. These professionals 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 the 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.

Program Goals

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

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

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

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

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

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

Environment

ITEPP will do everything it can to insure that ITEPP is a safe and secure environment in which to pursue your educational goals. See the Basic ITEPP Rules.

Advisory Board

ITEPP has a Community Advisory Board comprised of 6 community members and six members elected from the ITEPP student club. This advisory board helps ITEPP meet the needs of our Indian community and also advises the Director on program policy. The advisory board meets once per semester and has a review board that is convened upon request. Any disciplinary action or dismissal of students (see Student Participation Agreement) from the program may be brought to the review board for appeal.



ITEPP COURSE OF STUDY

In addition to general education and major courses, ITEPP participants are required to take the following courses.

Core Courses

PS 330 History of Indian Education: (3 units) Diversity and Common Ground Course

In depth study of the development of American Indian education from the first contact with Europeans to contemporary times. Emphasis on federal policy and how it shaped educational policy for American Indians.

PS 335 Social and Cultural Considerations in American Indian Education: (3 units) Diversity and Common Ground Course. An examination of how social and cultural factors affect the schooling and educational experiences of American Indian students attending mission, BIA boarding, and public schools along with apparent learning problems.

PS 340 American Indian Experience in Education: Diversity and Common Ground Course: (3 units) A comprehensive study of the educational experiences of local and national American Indian tribes. Focus is on the educational history, life ways, cultural attributes and educational problems of Indian tribes.

PS 403 Counseling for American Indian Students: (3 units) Diversity and Common Ground Course. This course is designed to teach students the process of effective cross-cultural interactions with non-American Indians. It is designed specifically to enhance the dynamics of cross-cultural relations between American Indians and non-Indians.

PS 430 Seminar: American Indian Funding Sources: (3 units) A comprehensive study of the proposal writing process. Students will examine funding sources for an Indian education program and will develop a grant proposal.

Auxiliary Courses

PS 791 Fieldwork in American Indian Education:(1-3 units). This course will allow candidates to gain experience relevant to educational experiences of American Indian children, youth, and adults in various institutional settings with primary focus on public schools.

PS 792 Seminar: Direct Experience with American Indian Students: (1 unit). This course provides an opportunity for students in the Indian Teacher and Educational Personnel Program to assess interests in education based on participation in activities during PS 791 fieldwork. ITEPP students must enroll each semester in the PS 792 seminar.

All ITEPP classes offered through Humboldt State University are also available through Extended Education, with the

Planning Scheme for ITEPP Classes:

Non-Transfer Student	Fall Semester	Spring Semester
Freshman	PS 335	PS 330
Sophomore	PS 403**	PS 340
Junior	PS 430	
Transfer Student		
Junior	PS 335, PS 430*	PS 330
Senior	PS 403**, PS 430	PS 340

ITEPP students will also take PS 792 for 1 unit each semester, and must apply in writing to have this class waived for each semester there is a conflict that can't be rescheduled. The ITEPP core courses consist of five classes which are listed above. ITEPP students should take at least one ITEPP core course each semester until the core courses are completed. If you need to have a core course waved for a particular semester, please submit a written explanation to the coordinator. No blanket waivers covering more than one semester are authorized.

Also: If the listed course is completed in one semester then eliminate that course from the remainder of the planning sheet.

* Junior transfer students are recommended to take more than one ITEPP course per semester depending on their academic plan.

** PS 403 will be offered Fall semesters starting Fall of 1998, instead of the Spring semesters.

THE BASIC RULES

There are more students at ITEPP nowadays than the program was originally designed for. ITEPP students and staff have demonstrated remarkable flexibility and restraint in dealing with the changes that have been taking place at ITEPP. Let us all continue to show the level of courtesy and professionalism needed to survive here, and in our communities. ITEPP is not the place to act out personal vendettas against other people. Confrontation will not be tolerated in ITEPP'S offices, and spaces. To help promote harmony under potentially cramped conditions there are several House Rules that must be enforced. We are on the Honor System whereby:

- I. ITEPP *common** areas are for everyone to use. Here are a few responsibilities that go with the privileges.
 - A. Clean up after yourselves in all areas of ITEPP. The front office is the first area of ITEPP that a visitor will see. This means to keep your personal property, food items, dishes, books, computer disks, papers, etc. from becoming a hindrance to another person. Remove these items from the common areas when you have finished with them, and/or put them away.
 - B. Use the new backpack shelves located in the rear of ITEPP. If you leave ITEPP for a class use these shelves to store your property until you return.
 - C. If you are going to be away from ITEPP for more than a few minutes remove your personal property from the common areas so others may use these areas.
- II. Show respect for other ITEPP students.
 - A. All ITEPP students have the right to use the ITEPP facilities. They have the right to do so in a positive and supportive environment. ITEPP is a campus neutral zone, where students may enjoy studying and socializing in an environment free of confrontation and conflict.
 - B. Don't touch other student's property unless you ask them (in emergency situations ask a staff member).
 - C. Use interpersonal communication that takes the diverse backgrounds of other ITEPP students into account. This is your training ground to learn to get along with the other professionals you'll be dealing with as a college graduate.
 - D. Leave your arguments with other people at the door. You have a responsibility to maintain an atmosphere that is appropriate for all ITEPP students. Do not confront others at ITEPP. Always maintain a civil attitude toward other people using ITEPP'S facilities.
 - E. Please see the ITEPP Coordinator, or the ITEPP Director if you think you have an insoluble problem. Put your specific complaint in writing in detail, and provide a possible solution. Turn this complaint in to staff in a timely fashion.

Lastly, the idea of ITEPP as a comfortable positive place to carry on extra curricular activities, to work, and to study should be reaffirmed. This kind of atmosphere does not happen by accident and has to be carefully nurtured. It is not somebody else's responsibility, but a shared responsibility of us all. As corny as it sounds, let's all take a look in the mirror and figure out what each of us can do to make ITEPP work for all of us.

*Common Areas: These areas include the computer lab, bathroom, couches, and back porch.

ITEPP House Rules

1. Everyone respects the property and rights of others. This extends to privacy of mailboxes, computer disks, and personal items. At the same time students must insure that their property does not needlessly interfere with another students access to the ITEPP equipment and facilities. If in doubt about what to do about another students property please consult a staff member.
2. Every item leaving ITEPP facilities must be checked-out, to include curricular items, and equipment (special permission from the Coordinator is required for any equipment).
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. Follow the checklist provided near the front exit and the copy machine.
4. A student telephone is provided for local calls (see Phone Policy below).

5. The ITEPP Student Club provides sodas and sometimes other items 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 on the front porch.
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. If you smoke outside please dispose of the butts in a trash can. Furthermore, some ITEPP persons are highly allergic to strong smells such as glues, nail polishes, etc. Please refrain from use in ITEPP facilities.
9. Books, videos & curricular materials must be checked out of the Curriculum Resource Development Center (House 83) during posted hours. Holds will be placed on financial aid, transcripts, etc. on overdue items. See also - Curriculum Resource Center section of this handbook for details.
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!!
11. You are welcome to use the kitchen facilities as long as you wash your dishes and clean up after yourself.

Also, access to the other ITEPP building can be obtained during normal business hours. Another idea would be to check out a computer to use at home. Lastly, if you have a specific reason to be in ITEPP after hours and the office is not scheduled to be open, see the Coordinator to make arrangements for a key (see Key holding section above). The idea is to offer additional options for students to help continue the tradition of respect and tolerance at ITEPP.

University Affirmative Action and Nondiscrimination Policy

ITEPP is dedicated to the principle of a safe and secure environment for all its members. See the Affirmative Action and Nondiscrimination booklet printed by the university. Staff have these booklets.

Phone Policy

Phone use is privilege of ITEPP students. There are two phones students may regularly use in the ITEPP facilities. Make sure these phone calls are necessary and short. ITEPP is charged an access fee for every off-campus call.

Phone Use Guidelines

A phone for student use is provided in the computer/study room of Spidell House 85 and at the front desk. 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 phones 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 telephones will be removed.

If you do not want your phone number or other Directory information released to others (including ITEPP Students) please notify staff. As a courtesy, staff will take phone messages for you, and in an emergency will attempt to locate you, if we have your current schedule and phone number on file. Messages will be placed in your mailbox when time permits.

Grievance Procedure

If you have suggestions to make for the improvement of the ITEPP environment, please stop in and see the Coordinator. If you have concerns or problems, these should also be brought to the attention of the Coordinator. However, if you are not satisfied with the action taken by the Coordinator, or feel for some reason you cannot consult the Coordinator, please feel free to see the Director of ITEPP. The staff is at your disposal to help you interpret the policies of the university.

At any time the staff will assist you in pursuing other avenues for your concerns on campus. Grievance procedures are in writing and may be obtained at the Affirmative Action Office 220 Siemens Hall on the HSU campus.



Working At Itepp

From time to time ITEPP has a need to hire work study students and student assistants to help with the office work load, or for special projects. If you are interested in working at ITEPP it will be necessary to submit at least a brief resume outlining your qualifications for the job in question. After you submit your resume, there will be a brief interview with the particular supervisor of the project or office area. If you are the person selected for the job you will receive a job description and training (if necessary).

Student employees are considered agents of the university and as such come under many of the same guidelines as the permanent staff (See the sexual harassment and hostile environment sections of the student manual as well as pertinent university rules).

While working students are expected:

- A. To adhere to scheduled hours and stay on task.
- B. To conduct themselves in a professional and courteous manner.
- C. To clear work schedules with the appropriate staff.
- D. To notify staff well ahead of time if you are expecting to be late or absent from your work station. Even if you occasionally have personal matters to attend to it is a professional courtesy to inform your employer. This way arrangements can be made to lessen the impact of your absence.

Lastly, working at ITEPP is your chance to gain valuable work experience and to work around your peers and friends. Working at ITEPP is a privilege and not a right!

Computer Rules

Use of the computers in Spidell House 85 is a privilege reserved for program students. **All participants are required to go through a training orientation before they are allowed to use the computers.** Appointments are to be made with the computer lab assistant or the ITEPP Coordinator at the start of the semester. A list of authorized users will be posted in the lab to help eliminate unauthorized usage. See the computer lab assistant for details.

FOOD OR DRINKS ARE STRICTLY PROHIBITED NEAR THE COMPUTERS.

Also due to copyright laws and campus computer rules, do not copy another 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 the ITEPP Coordinator or Student Assistant immediately. Students are required to use the AT EASE menu to access applications to prevent accidental damage to the applications. MacWrite, MacPaint or any other Mac programs are strictly prohibited from the ITEPP computers. No boot-up or system disks are allowed as they may replace the system files and leave ITEPP's computers inoperable. 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 the student assistant or ITEPP Coordinator to have them converted to ITEPP's programs and systems and checked for viruses.

Dust Kills! Be sure to cover the computer equipment when through using. Keep your personal disks in a disk storage box! 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.

During peak usage times, a sign up for computer time (will be posted). Respect the needs of others - Do not be a computer hog!!

Sign-up Rules

Computer sign-up may be in effect in ITEPP for the two weeks before the end of the semester and may be required during mid-terms. When you see the SIGN-UP IN EFFECT notice, sign-up in advance if you need to guarantee use of a computer. Show up in advance of the time you need the computer and take possession of the computer. If you are not here then another student may opt to use the computer. If you are going to be late then call ahead.

Rule 1: Don't leave the computer unattended for long periods of time.

Rule 2: If you think another student has abandoned the computer (allow 15 minutes from beginning of sign-up time) then report the situation to a staff member.

Rule 3: Limit sign-ups to a two hour block on any one computer. There must be a two hour block between back-to-back sign-ups on any one machine.

We appreciate your cooperation during these heavy computer use times.

CURRICULUM CENTER

The ITEPP Curriculum Resource Center, located in House 83, serves not only ITEPP students, but all HSU students, faculty, staff, educators in the field, and tribal services professionals. All of the Center's resources (books, videos, periodicals, microfilm, etc.) pertain to Native American Studies and Education. The Center's hours are generally 8:30 a.m. to 5:00 p.m., with exact hours posted on the door. Someone is almost always there to help you check materials out and to answer your questions. The collection is small and specific, but is a wealth of information.

Checkout Procedures

You will be asked to fill out an ITEPP patron form the first time you check materials out. The ITEPP policy on check out procedures is spelled out on that form. From that time on you will be expected to adhere to the check out policies which include going through the proper check out steps and returning materials when they are due to the **return box** at House 83. Due dates vary from two days to two weeks from the time the books or materials were checked out. **Do not** return the book to the shelf, leave the book in either of the two ITEPP buildings unattended, or rely on verbal notification of staff or other students that you are returning the book.

People who abuse the ITEPP privileges by not returning materials will have holds placed on their grades and financial aid until the situation is resolved. However, to help you avoid going down that road we have a generous renewal policy. The student is also responsible for replacement or repayment of lost or stolen books and materials. Should you have any questions or concerns, see the Curriculum Coordinator immediately.

If you need any help in finding books and materials on a particular topic, please see the student assistant on duty. If you have any suggestions for additions to the collections please see the Curriculum Coordinator. ITEPP also gladly accepts donations of books and materials to add to the Indian collection.



EQUIPMENT & COMPUTERS & MISCELLANEOUS SERVICES

Office Equipment & Supplies

Equipment in Spidell House that is available for student use includes 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 by a staff member.

The computer equipment available to students are 4 Macintosh Performa computers, 2 Macintosh SE's, 1 IBM PC, 2 Compaq portables, laser printers, and a zap-shot camera. The ITEPP computer lab is connected to the mainframe computers on campus and can be used for classwork requiring the mainframe, internet, www, and/or specific programs. Students with advanced computer skills may request the use of the Quadra multimedia computer and scanner in House 83.

A limited amount of supplies are available for student projects relating to required HSU course work or fieldwork. Please check with the ITEPP Coordinator if you have any special needs. ITEPP provides the paper and ink cartridges for the computers and copy machine. Funding is limited, so please conserve these supplies. Ask yourself, "Do I really need to print or copy this?" Copies made with dark backgrounds eat up the toner fast. Be sure to make copies with the lid closed to avoid this.

Copier

The copy machine may be used by ITEPP students for academic purposes. If there is need to copy an item, go ahead and do it. Record the number of copies and the purpose on the copier log. Copies are not authorized for non-ITEPP members without special permission. Ask the Department Secretary, or the Coordinator if you are in doubt.

Typewriter

A typewriter is available for use by students when not in use by staff. See the Department Secretary if there are availability questions.

Phone

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 if student phones are busy.

See Phone Policy under Basic Rules section for more info.

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. Please respect other student's rights by not reading or disturbing their mail box contents.

Email

All HSU students have electronic mail accounts on the axe mail server. Messages pertaining to all ITEPP students will be disseminated through email so check your email on a regular basis. All students will be trained to receive and send email before general computer privileges are issued. By the end of your first semester at HSU you'll be an email ace. It is your responsibility to seek training from the computer lab assistant or the Coordinator.

ADVISING

You must pick up registration materials from your academic advisor, Phil Zastrow. Phil will review your academic plan with you and help you choose courses with careful attention to sequencing.

Skills To Be A Successful Student

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 85. Obtain a floppy disk from staff to save your files on.

Time management seems to be a challenge to some of our students as it is for the general HSU student population. The Learning Center (826-5188) has several excellent workshops scheduled throughout the year such as:

- 1) Time Management,
- 2) CBEST, GWPE, ELM,
- 3) Note-taking tips.

LOOK FOR WORKSHOP FLYERS POSTED AT ITEPP

Attendance Policy

Attendance in your scheduled classes during the first week is absolutely essential. You can be dropped by the professor from their roll if you are not there, but you will be required to submit a drop card or get a "U" grade which affects your GPA the same as an "F" grade. 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 the ITEPP Coordinator, or Department Secretary 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, or you may receive a "U" grade that affects your GPA like an "F".

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 Hopkins House 83, HSU library, and the Internet 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 finance your education.

Please make sure you take time to fill out and return either the Free Application for Student Aid (FAFSA) or the renewal form during January and February when you receive the "SAR", turn it into the Financial Aid Office promptly. This SAR is used to set up and "package" your funding. 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 - 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 a fund for student emergencies. If you find yourself in dire need, see the ITEPP Director on the availability of emergency funds.

The ITEPP student club administers a student loan fund. See Club Activities for more information.

The Importance of GPA

Students wishing to enter a credential program must have GPA's in the upper one-half of their major area. Generally students wishing to enter a masters program must have a 3.00 GPA or better upon receiving their bachelors degree. To find specific GPA requirements ask the Coordinator, or call Teacher Preparation, or the specific graduate program desired. Even though you have no plans to attend graduate school, or obtain a credential now there is a possibility that you may change your mind in the future. It is never a good idea to "shoot" for the minimum required GPA of 2.0. This is outlined under #9 in your student participation agreement.

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 services and funding (when available) and/or dismissal from the program.

Due to these requirements, it is a must to manage your GPA from the beginning - the ITEPP Coordinator will help you with your management plan that includes obtaining tutors and utilizing HSU Policies on incompletes and repeats.

HSU 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.

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- or below, an 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 students 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 more than 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.

Mid-Semester Evaluation

ITEPP sends a mid-semester evaluation form to each of your instructors at about the half way mark in the semester. The instructor evaluates your performance at that point and makes recommendations if necessary. This can be an invaluable tool if used properly. It not only gives you some feedback on your progress in the class, but also gives your position in the class in writing. This reduces the number of surprises that happen at the end of the semester.

When the evaluations come back from the instructor, the Coordinator will make appointments to see each ITEPP student to go over them.

When you reach junior status, the Coordinator will help you to fill out your formal academic plan and you can apply for graduation (watch deadlines). Please give copies of your degree check to Phil when you receive it. This is your formal contract with the university!! (See Graduation below)

Caution is strongly advised in following another student's academic advice. Sometimes their requirements differ due to different catalogs, etc. and won't meet your needs.

Graduation - What To Do When You're Close

Remember that you must file for graduation in the semester before you graduate, or very early in the semester you are planning to graduate. There is a fee to file for graduation and for the Graduate Writing Proficiency Exam. You must have already received your academic contract from the University (ask the Coordinator to help you) for your graduation application to be accepted. Plan well in advance for accommodations for those you want to be present at your graduation. If you don't complete all your courses before the filed deadline you may petition to walk through ceremonies and re-file for a later graduation date. If you procrastinate your name will not appear in the graduation program and you will not have a gown reserved for you. Also, some ITEPP students produce their own unique graduation announcements, but as with everything else you must plan ahead.

Career Counseling

Job Board: There is a job board on the back bulletin board of Spidell House 85 (ITEPP). This board has jobs from the local area as well as from the rest of the state.

ITEPP students have access to the Career Center on campus (NHW 130: Carol Baggot) and the ITEPP resources to include: mock interviews, resume planning.

Students should begin a file of scholarships, awards received, and paid and volunteer work. This is a very handy file when resume writing time comes.

Letters of recommendation

Make your request well in advance to the writer. Give some information about yourself as a courtesy to the person writing the letter. They need to know the honors/ awards you've received, the nature of the organization they'll be writing to, and other things. Even if they know you pretty well it is very important to offer reminders of accomplishments, skills, and knowledge. You will get a better letter this way.

ITEPP CLUB

Fund Raising

ITEPP has a number of publications for sale.

See Appendix for order form.

In the past the ITEPP club has set up booths at campus events, provided security at the HSU Pow wow, held drawings for various donated items, among other things.

Club Activities

The club meetings are held during the PS 792 class where information is given on club activities. Other activities include sponsoring Native American performers, political action (ITEPP student resolution), the club soda and snack concession, cultural activities, etc.

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 with the American Indian, Native Alaskan, and educational communities.

Article I: Name

The Organization shall be known 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.

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 runoff 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 committees.
4. To serve as the official greeter and representative of the Club to all incoming students or visitors.

Section IV Duties of the Treasurer

1. To keep the minutes of all 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 the financial transactions of the Club to ensure the accuracy of club accounts.
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.)

Article 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 memberships meetings shall be bi-weekly. The time, date, and place of the meetings shall be determined by the Club Council at the first regular meetings 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 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 the 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.

Adopted April 29, 1992

Amended November 3, 1993



Student Loans

The ITEPP student club offers loans to ITEPP students in need. The loans are for \$50.00 and are for 30 days or less. Normally one loan must be repaid before another loan is made. Contact the ITEPP treasurer and the ITEPP club advisor if you have need for a loan.

NEW STUDENTS

A list of current and new students who have completed the application process may be found taped on the front cover of the student handbook.

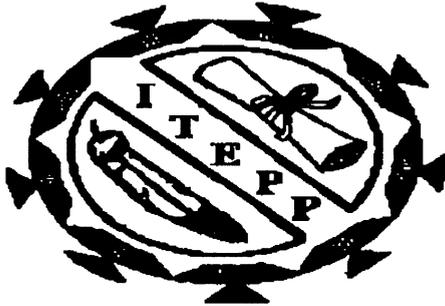
Please welcome the new students and help them to get comfortable at the University.

PARKING

Parking behind Spidell House 85 is at your own risk. This parking area is reserved by special permit for other campus departments. Parking is available by permit in either the daily or semester time frame. Different times of the day may have different parking regulations for the same lot. Check the signs posted at the entrance of each lot for requirements. There are also a number of metered parking spots. These vary by location in cost and time allowed. Some students also park off campus and walk on. Fines are expensive, watch out.



NOTES



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

PUBLICATIONS ORDER FORM:



NATIVE AMERICAN COOKING



ITEPP
 Humboldt State University



Animal Friends

Coloring Book



The Three Bears

Coloring Book



American Indian
Paper Dolls



1. **NATIVE AMERICAN COOKING:** A collection of American Indian recipes. \$5.50 each (\$4.50 each on orders of 25 or more)
2. **THREE BEARS COLOR BOOK:** \$2.00 each
3. **ANIMAL FRIENDS COLOR BOOK:** \$2.00 each
4. **AMERICAN INDIAN PAPER DOLLS:** \$2.00 each
5. **OUR PEOPLE SPEAK:** An Anthology of Indian Writing. \$5.50 each

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

TOTAL \$ _____

Organization: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Telephone [] - _____



**Indian Teacher and Educational Personnel Program
Applicant Screening Sheet**

Name of applicant _____
Tribal Affiliation _____

1. Is the applicant's file complete: Yes _____ No _____ (if no, applicant is disqualified)
2. Commitment and interest in ITEPP: Strong _____ Moderate _____ Unknown _____
2a. Student acknowledges the value of ITEPP courses: Yes _____ No _____
Unknown _____

3a. Freshman GPA: High School _____ (or)

3b. Transfer Student GPA: College _____

4. Communication skills

Writing ability as reflected in the ITEPP application materials: College level _____
Below college level _____

Oral communication: Above average _____ Average _____
Below average _____ Unknown _____

Personal interview(s) of staff _____

5. Enthusiasm to work with Indian people

Candidates expressed interest: High _____ Moderate _____ Unknown _____

Current activities listed: 1-3 _____ 4-5 _____ More than 5 _____ Unknown _____

Past activities listed: 1-3 _____ 4-5 _____ More than 5 _____ Unknown _____

Personal staff knowledge _____

6. Association with Indian people

Culturally active family: Yes _____ No _____ Unknown _____

If no, does the candidate plan to become culturally active: Yes _____ No _____

Works with Indian organizations: Yes _____ No _____ Unknown _____

If no, does the candidate plan to work with Indian organizations: Yes _____ No _____

7. Is more information needed to evaluate applicant (especially if "Unknown" was selected in 1-6 above)?

Yes _____ No _____

If yes, list the number(s), and if possible define the response(s) needed from the applicant, or the specific information needed: _____

8. I recommend _____ do not recommend _____ this student be admitted to ITEPP.

Other: _____

Comments: _____



ITEPP COURSE WORK

STUDENT'S NAME _____

Course #	Title	Units	Grade	Se
1. PS 330	History of Indian Education	3	_____	___
2. PS 335	Social and Cultural Considerations in American Indian Education	3	_____	___
3. PS 340	American Indian Experience in Education	3	_____	___
4. PS 403	Issues in Counseling American Indian Students	3	_____	___
5. PS 430	Seminar: American Indian Funding Sources	3	_____	___
6. PS 791	Fieldwork in American Indian Education	1-3	_____	___
7. PS 792	Seminar: Direct Experience with American Indian Students	1	_____	___

Other ITEPP Courses:

8.			_____	___
9.			_____	___
10.			_____	___
11.				

ITEPP Computer Competencies

- Can turn the computer on, and log in to and use At Ease?
- Can use the mouse, and understand pull down menus?
- Can open a word processing program, and create a document?
- Can format a floppy disk?
- Can save a file to a floppy disk?
- Can open an existing document?
- Can print a file in draft or normal mode?
- Can access and use the print monitor?
- Can load paper in the printer?
- Can cut and paste in a document?
- Can log on to axe through At Ease (using NCSA Telnet?)
- Can check and send e-mail using pine?
- Can properly shut down the computer?
- _____
- _____

Name: _____ Date: _____

Tester: _____

Remarks:

DAILY ITEPP STUDENT EVALUATION

Semester:(circle one)
Fall or Spring

Student Name: _____ Date: _____

Cooperating Teacher Name: _____ Time: _____

Placement Site: _____ Grade Level: _____

Subject Matter: _____

Lesson or Activity: _____

Length of Lesson or Activity: _____ Initial Fieldsite Visit: Yes or No

(Check the appropriate position on the continuum for each item.)

*Please mark NA in the first box of the continuum if it does NOT apply to ITEPP student.

Phase I, II & III

Attendance and
Punctuality

Excellent					Adequate					Inadequate									

Communication Skills

Excellent speaking writing, and listening					Adequate					Inadequate									

Relationship with Pupils

Excellent rapport and professional relationship					Adequate					Inadequate									

Motivation and Energy

Highly motivated					Adequate enthusiastic toward teaching					Inadequate									

Phase III

Classroom Management

Excellent learning environment fostered					Adequate					Inadequate									

Instructional Materials

Excellent creativity					Adequate					Inadequate									

Planning

Excellent daily and long-range planning					Adequate					Inadequate									

Comments: _____

Fieldsite Supervisor's Signature: _____

Student (white copy) Coordinator (yellow copy) Fieldsite Supervisor (pink copy)

PHASE I, II, AND III

3. Professional Attributes

Communication with Teachers and Other School Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent				Adequate				Inadequate			
Communication with Pupils from Diverse Backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent rapport and professional				Adequate				Inadequate			
Motivation and Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Highly motivated and enthusiastic				Adequate				Inadequate			
Ready for Next Phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Definitely ready to move to next phase				Possibly ready for next phase				Needs more observation			

PHASE III

4. Instructional Competencies

Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent learning environment fostered				Adequate				Inadequate			
Instructional Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent creativity and use				Adequate				Inadequate			
Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent selection, variety and implementation				Adequate				Inadequate			
Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent daily and long-range planning				Adequate				Inadequate			
Subject Matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent knowledge				Adequate				Inadequate			
Knowledge of Pupil Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent understanding				Adequate				Inadequate			

5. Comments:

Cooperating Teacher's Signature

Date

Cooperating Teacher (white copy)
Student Copy (yellow copy)
Fieldsite Supervisor(pink copy)

ITEPP FIELDWORK TIMESHEET
Humboldt State University
College of Professional Studies
Spidell House #85
Arcata, CA 95521
Office (707) 826-3672 Fax (707) 826-3675

Student's Name _____ Grade/Service _____ Supervisor _____
School/Organization _____
Address _____ City _____ State _____ Zip Code _____
Week of: _____ Number of Hours _____ Supervisor's Signature _____
Reason for Loss of Hours _____
Activities in Classroom _____

Student's Name _____ Grade/Service _____ Supervisor _____
School/Organization _____
Address _____ City _____ State _____ Zip Code _____
Week of: _____ Number of Hours _____ Supervisor's Signature _____
Reason for Loss of Hours _____
Activities in Classroom _____

Student's Name _____ Grade/Service _____ Supervisor _____
School/Organization _____
Address _____ City _____ State _____ Zip Code _____
Activities in the Classroom _____
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School/Organization _____
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Activities in the Classroom _____
Week of: _____ Number of Hours _____ Supervisor's Signature _____
Reason for Loss of Hours _____
Activities in the Classroom _____

Student's Name _____ Grade/Service _____ Supervisor _____
School/Organization _____
Address _____ City _____ State _____ Zip Code _____
Week of: _____ Number of Hours _____ Supervisor's Signature _____
Reason for Loss of Hours _____
Activities in the Classroom _____

ITEPP Graduates



Adkison, Chester
Amador, Edward
Ammon, Daniel
Anderson, Barbara
Andreoli, Andrew
Angell, Lucius
Archambeau, Edith
Arwood, David
Arwood, Michelle
Attebery, Russell
Augustine, Patricia
Augustine, Wilbur
Baca, Michael
Beck, Mitzi
Blocker, Avelina
Bommelyn, Loren
Brown, Wenonah
Bryan, Geoffrey
Bryan, Melanie
Burrell, Suzanne
Burgess, Roxanne
Burnett, Vicki
Campbell, Gina
Carpenter, Melodie
Chavez, Howard
Christen, Dana
Colegrove-Stephens, Kimberly
Colegrove, Colette
Coleman, William
Crawford, Wesley
Crnich, Gerald
Davis, Radley
Davis, Robert
DeFouri, Vicki
DeMarcus, Dawn
DeLorme, Mace
Donaghey, Lois
Drake, Adrienne
Duncan, Valerie
Dunn, Carolyn
England, Richard
Ervin, Craig
Estrada, Leanne
Fennell, Peter
Ferris, Joni
Ferris, Vicki

Figueroa, Dominic
Frederick, Holly
Gallegos, Susan
Garcia, Ethel
Garrett, Valerie
Gates, Jolene
Geary, Rudolph
George, Jennifer
George, Laura Lee
George Jr., Mervin
Gibbens, Patricia
Giovannetti, Joseph
Goff, Colleen
Griffin, Stanley
Griffin-Wilder, Elsie
Gritts, Kurt
Gutierrez, Ramona
Gutierrez, Lynda
Harlan, Lois
Hawkgghost, LaRain
Heenan, Frieda
Hodges, Jeanine
Holm, Calisa
Hunt, Linda
Inong, Rudy
Inong, Kay
Irvine, Lisa
Isaac, Janette
Johnson, Angeline
Jones, Gina
Jones, Marjorie
Kaye, Bruce
Kimber, Ona Lee
Kinney Jr., Robert
Krueger, Carol Ann
Laos, Juan
Larson, Carol
Leask, Steven
Leazer, Rosalie
LeBeau, Mark
Lewis-Tuttle, Cheryl
Lewis, Kathy
Lincoln, David
Lowery, Dwight
Lozano, John
Magdaleno, Dena

Malloy, Pamela
Markussen, Delford
Marshall-Cyr, Teresa
Marshall, Ronda
Marshall, Deanna
Marshall, Lyle
Martin, LaVerne
Martinez, Antoinette
Mata, Sara
Matilton, Page
Mattz, Marian
McCardie, James
McConnell, Deborah
McCovey, Barry
McCovey, Jene
McCovey, Vlayn
McCovey, Shaunna
McCullough, Colleen
McDonald, Jeannie
Medina, Magdalena
Melendy, Carol
Mellon, Mark
Merrifield, Ernest
Mitchell, Buffy
Monks, Holly
Murphy, Thomas
Neilsen, Linda
Nelson, Marlaina
Newcomb, Jay
Nova Jr., Lewis
Obie, Wallace
Oliver, Marina
O'Rourke, Margaret
Padon, Lisa
Parrish, Shirley
Pike, Keith
Provolt, Sherri
Quitiquit, Denise
Raigosa, Mary
Raymond-Russ, Nadine
Reidner, Roy
Reece Jr., David
Reicke, Paul
Reyes, Elizabeth
Rhodes, Alana
Richardson, Nancy



Ricklefs, Elsie
Risling, Carolyn
Risling, Fern
Risling Jr., Leslie
Rivera-Chavez, Rafael
Roberts, Harold
Robertson, Claudette
Ruiz, Aran
Russ Jr., Joseph
Sanders, David
Saxon, Linda
Scholl, Nancy
Seghetti, Nadine
Shaw, David
Sherman, Jill
Steinruck, Donnell
Steinruck, Sheryl
Stokes, Melvin
Sundberg, Scott
Tate, Sharon
Smith, Verna
Smithfield, Carla
Templeton, Miki
Tiger, Amy Joe
Tripp, Paula
True, Rona
Tsatoke, Debra
Tswelnaidin, Patricia
Turner, Dennis
Vedolla, Eddie
Via, Mona
Walfer, Rita
Watkins, Brian
Weatherford, Vera
Jack, Adelhia
Wheeler, Leo
Whipple, Lois
Wolfenbarger, Sam
Wright, Frema
Wright, Teresa
Yerton, Kim
Young, Merrold
Young, Allen
Zastrow, Phillip