



Wisconsin **TECHNOLOGY** Education Association, Inc.

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## Course Proposal to U.W. La Crosse

**Class Title:** **EDS 500 section 708** Transportation Tech: Moving Forward  
2 graduate credits  
\$250 Registration Fee - paid to WTEA

**Target Audience:** Grade 6-14 Automotive Technology Instructors

**Dates & Times:** July 8 – July 11, 2019 ~ 8:00am – 4:30pm (daily)  
Madison Area Technical College - Madison, WI

**Course Description (goals & objectives):** This course is being offered in conjunction with the 2019 Summer Teacher Training Institute for Automotive instructors held on campus at Madison College (MATC) Madison, WI. This event is sponsored by the Foundation of the Wisconsin Auto & Truck Dealers Association. The four-day Transportation Technology training course will feature a keynote speaker, classroom instruction, laboratory demonstrations, industry tours, and hands-on activities based upon the national (ASE) standards for automotive service training. Course participants will attend all daily sessions. After completing the four days of activities all participants must submit a document describing how the knowledge and skills gained will be integrated into their local curriculum.

### **Course content:**

The institute will feature keynote speaker Morna Foy, President of the WTCS. Sectional offerings will include: CARS Curriculum, Tool Room procedures, Lab Scope Training, Refrigerant Recovery & Recycling, Painting for Collision Repair, Heavy Duty Technology, hands-on training with Final Drives and Differentials, and Small Engine Power Equipment Service. The four-day workshop also includes several local tours.

### **Course Requirements:**

- 1) Pay registration fee to WTEA and complete on-line enrollment process by Wed July10, 2019
- 2) Full attendance at all scheduled sessions and activities
- 3) Keep a journal of your class activities so you can implement curricular changes at your local district.
- 3) Submit a summary document that describes how you will implement the new information and skills into your local curriculum. The lesson planning and development requires a minimum of a 3-hour time commitment after the conclusion of the workshop. Due date July 26, 2019. The document should include:
  - Reference the ASE Standards or other appropriate subject area instructional standards
  - A rubric or plan for assessing student learning.

**Instructional methods:**

Instruction will take place in both classrooms and laboratories at Madison College. Instruction will be delivered in both large group and small group sessions by traditional lecture, class discussion, demonstration, and hands-on training as appropriate for the content. Additional information and instruction will be provided during local tours. Course participants are expected to participate in all sessions. Upon conclusion of the workshop, participants will examine their local curriculum and develop a new class lesson or hands-on activity that will help students prepare for careers in the automotive industry. Participants will communicate progress with the instructor via email or phone calls.

**Assessment procedures:**

Grades will be determined based upon evidence of course participation and an evaluation of the curriculum document developed after the completion of the course. The document must reference either the ASE Standards or the Wisconsin Model Academic Standards for Technology Education. The course instructor will work diligently with all participants to ensure a successful learning experience for all participants.

Institute participation: 50%

Classroom Lesson: 50%

**Wisconsin Standards for Teacher Development & Licensure:****Teachers know the subjects they are teaching.**

The teacher understands the central concepts, tools of inquiry, and structures of the disciplines she or he teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.

**Teachers know how children grow.**

The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

**Teachers know how to teach.**

The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem solving, and performance skills.

**Teachers communicate well.**

The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.

**Teachers are connected with other teachers and the community.**

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well-being and acts with integrity, fairness and in an ethical manner.

**Instructor:**

Joseph Ciontea

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**Transportation Tech: Moving Forward  
Registration form  
Madison College (MATC) July 8-11, 2019**

*Complete this form and return it to: WTEA PO Box 531 Rhinelnder, WI 54501*

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name \_\_\_\_\_

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

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

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

Personal Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Fees**

\$250 course registration fee for 2 grad credits

**Form of Payment (Check One):**

check

credit card – paid online (instructions below)

School Purchase Order attached

**Credit Card payments**

Go to <http://tinyurl.com/wteapayment>

Use SI-19 as the invoice number

Billing Address: name and billing address for the card (home, school, etc)

Shipping Address is the course attendee (you)

**To transfer this credit to another program, students must confirm in advance that the credit will be accepted by their degree granting program. No refunds will be made on the basis of inability to transfer credit.**

## UWL-Continuing Education/Extension Credit Courses

### Online Application Instructions

Effective 2019

#### When to submit an application for admission

##### Did you enroll in a UWL course in the spring 2019 semester?

- If yes, do not complete the online application.
- If no, please follow instructions below on how to complete the online application.

#### Applying for admission:

1. Go to: [Online Admission Application](https://apply.wisconsin.edu) or <https://apply.wisconsin.edu>. If you have not completed this application before, you must create a login. If you have completed this application before, but do not remember your login, please contact the **UW HELP Line: 1.800.442.6459** for assistance. It will be easier to complete the application if you are logged into your previous account as the website has your information saved. Please note: this username and password are unique to this online application form.
  - a. Carefully answer initial application questions to ensure appropriate application is submitted:
    - **Applying To:** UW-La Crosse
    - **Reason for Applying?**
      - Graduate courses for personal/professional enrichment
      - Undergraduate courses for personal/professional enrichment
    - **Applying As:** Continuing Education and Extension
    - **Term:** Semester & year you will attend
2. Applicants are required to answer questions about income tax, driver's license history and years voted in elections in order to ensure their application is complete. These questions may not apply to applicants but are required. Please make sure to review your personal information each time you submit an application for admission.
3. **PLEASE DISREGARD** application questions regarding:
  - a. Payment
  - b. Course number or course name
  - c. Essay/Personal Statement on why you want to attend UW-L
4. At the end, click 'Final Check for Errors'. If no errors are found sign and submit the application. You will receive a confirmation number upon successful submission.

## Making a Credit/Debit Card or Electronic Check Payment:

Go to UW-L Webpage: <https://wings.uwlax.edu/> or select WINGS from the drop down menu on the UWL homepage

### Enrolling at UW-L for the first time?

1. Your WINGS Student Center username and password was sent to the *e-mail address listed on your UW-L admission application within a few days of submitting your online application.*
2. **Need to review your UW-L Student ID Number?**
3. Go to login aid at the bottom of the WINGS login page. Click on the second link or go to: <https://secure.uwlax.edu/studentid/> to obtain your UW-L Student ID Number.
4. **Need to find your Net ID?**
5. First make sure you have your student ID number using the link above. Then, go to <https://www.uwlax.edu/info/password-reset/> and click the first link "Start here if you have never used your UWL NetID to access Office 365, D2L, and more" and follow the prompts to find your NetID. With this, you can now reset your password.
6. **To reset your password**, go to: <https://secure.uwlax.edu/wingspassword/> and select the Recover Your Password option to reset your password. For additional assistance contact the Eagle Help Desk at 608-785-8774.

The WINGS page is divided into two blocks. In the Upper Left Corner is the small MENU. On the Right side of page are two columns that consist of your STUDENT CENTER. Look here for the column labelled: Finances.

You now have three options: Make a Deposit/Payment, View my Bill or Grant Access to View/Pay Bill. Click on the Make a Deposit/Payment link; you are at the CashNet homepage (processing center for all La Crosse payments).

**Make a Deposit/Payment:** Click the "Make Payment" on the top of the screen. This will take you to the Electronic Payments Screen. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** On the Right Hand side of screen: Click "Pay Student Bill" in the categories box. In the middle of the next screen, "Amount to Pay" will appear with a blank box. There type the **TOTAL** for the class, **DEPOSIT** or **OTHER**. Enter the correct amount and select "Add to Items to Pay". On the next screen select "checkout" to do so. Select payment format: credit/debit card or an electronic check. Select your option; CashNet will take you through the payment process. You will receive a confirmation email with transaction receipt if your payment is successfully processed.

### Accessing Grade Reports

Access grade reports and order transcripts through [WINGS](#) Student Center using a valid UW-L username and password. WINGS accounts are locked after 6 months, at which point, students will only be able to order an official transcript.

- Locate the "Academics" tab at top of screen and click on the drop down menu.
- Locate "Other Academic" and select the "Grades" option
- Click the blue circle icon to open the next page
- Choose the semester that you want, click Continue, and your grades will be displayed

In the same dropdown menu you will find links to:

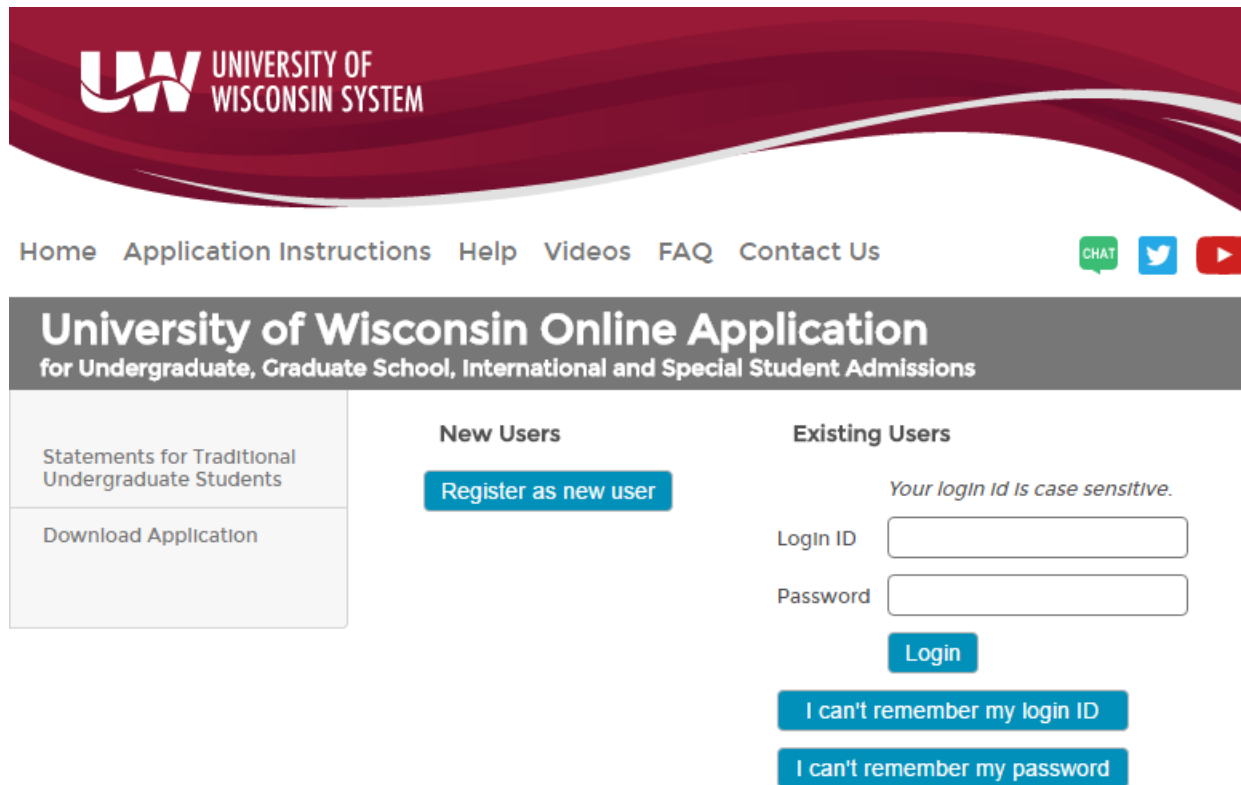
- View an unofficial transcript
- Order an official transcript

For application assistance contact: Briana Meuer, Continuing Education, 608.785.6513.

## Brief Guide to Continuing Education Applications

**Step 1:** Go to the UW System Application site: <https://apply.wisconsin.edu/>

If you are a new user click the “Register as New User” button. If you have completed an UW System application previously use you existing login information and click “Login”. Using an existing login will make the process easier and fasater, the application will remember your selections from your previous application, you will simply need to review, update as needed, and submit.



The screenshot shows the top of the application page with the UW logo and navigation links. Below is a header for the 'University of Wisconsin Online Application' and a login section with 'New Users' and 'Existing Users' options.

Home Application Instructions Help Videos FAQ Contact Us

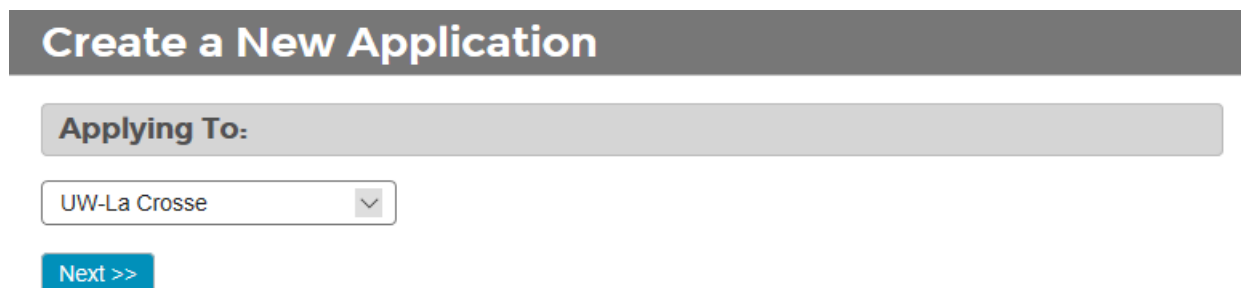
CHAT TWITTER YOUTUBE

### University of Wisconsin Online Application

for Undergraduate, Graduate School, International and Special Student Admissions

Statements for Traditional Undergraduate Students	<b>New Users</b> <a href="#">Register as new user</a>	<b>Existing Users</b> <i>Your login Id is case sensitive.</i> Login ID <input type="text"/> Password <input type="password"/> <a href="#">Login</a> <a href="#">I can't remember my login ID</a> <a href="#">I can't remember my password</a>
Download Application		

**Step 2:** Choose your application type. The first question is “Applying To:” – Choose UW-La Crosse from the drop down and click “Next”. Follow the on screen instructions for the next 3 questions: Citizenship, High School/Secondary/etc..., Post-Secondary Education. Go to Step 3 of instructions.



The screenshot shows the 'Create a New Application' section with a dropdown menu for 'Applying To:' set to 'UW-La Crosse' and a 'Next >>' button.

### Create a New Application

Applying To:

UW-La Crosse

[Next >>](#)

**Step 3:** In the “Reason For Applying” section choose “Visitor/guest student at the graduate level” or “Visitor/guest student at the undergraduate level” depending on level of coursework you will be taking. (Most courses are offered at the graduate level)

## Create a New Application

### Reason for Applying: ?

- 2nd Undergraduate Degree
- Certification at the undergraduate level
- Visitor/guest student at the undergraduate level
- Undergraduate courses for personal/professional enrichment
- Graduate degree (Master, Doctoral, Specialist, Professional)
- Certification at the graduate level
- Visitor/guest student at the graduate level
- Graduate courses for personal/professional enrichment

<< Previous

Next >>

**Step 4:** In the “Applying As” section choose “Continuing Education & Extension”

## Create a New Application

### Applying As: ?

- Graduate Special/Nondegree
- Audit Only
- Senior Citizen Audit Only
- Continuing Education & Extension
- Washburn Academy

<< Previous

Next >>

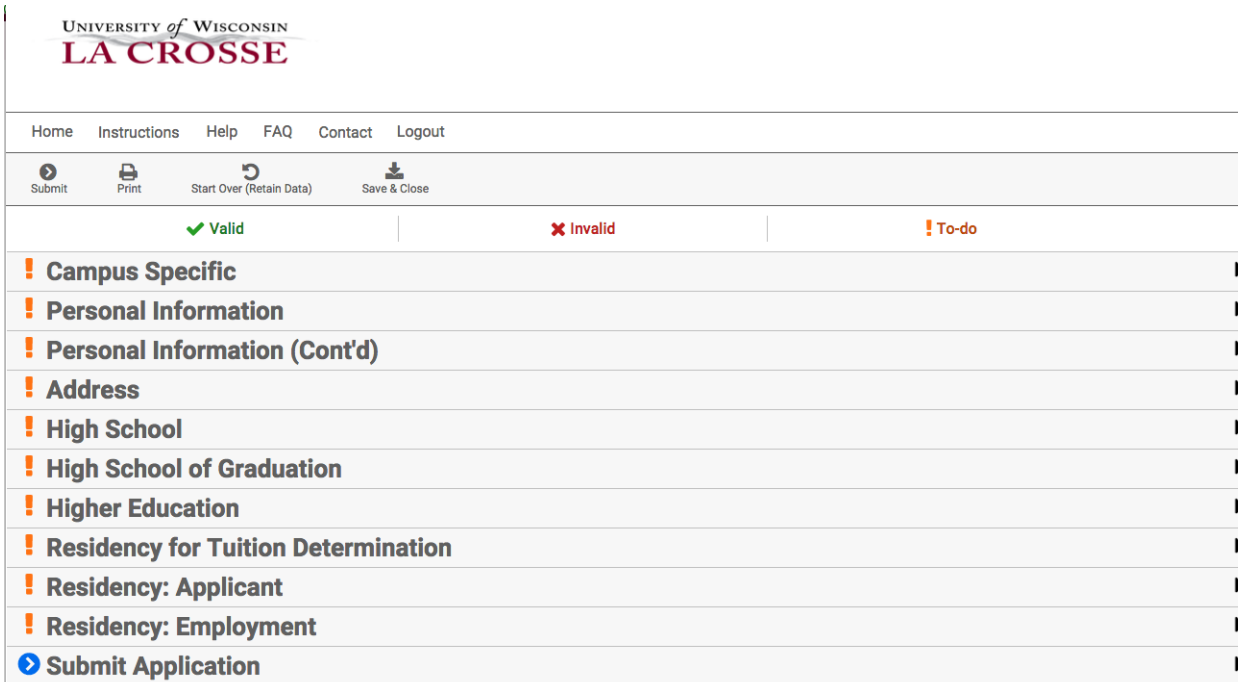
**Step 5:** On the next screen, choose the semester/term in which you plan to take the course.

**Step 6:** Verify the information on the summary screen is correct and select “Continue”. This will take you to the application to fill out your personal information. The next portion of this guide helps identify the sections/questions you must complete in order to submit your application.

# Completing The UW System Application

The following instructions were created to help you identify the required portions of the application.

**Step 7:** The screenshot below shows the 10 sections of the application. The following instructions identify the required questions in each of the sections. If a required field is not completed the application we alert you of the missing fields, you will not be able to submit your application until all of these fields have been completed. Each section has a Check for Errors button, be sure to click this as you go to identify any issues before you move forward. If you have completed the application before, and your information has been autofilled, still click the Check for Errors button in the event that a question has changed. If the section is accepted, you will see the orange exclamation point turn into a green check mark.



Sections/questions listed below must be answered to submit your application.

## Campus Specific

“Are you currently enrolled at or have you previously attended UW-La Crosse” Answer Yes or No, if yes must select student type. **You do not need to indicate dates or Student ID number.**

“Campus from which you expect to graduate” must select one – use UW-La Crosse

“Did you parent(s), grandparent(s) or legal guardian(s) earn a degree from UW-La Crosse?” Select Yes or No

## Personal Information

“Social Security Number (SSN) or Other Taxpayer Identification Number (TIN). SSN is preferred” - Must either provide SSN or TIN, or select “I do not wish to provide.....”

“Gender” must select Male or Female.

“Race/Ethnicity” - Must either complete both part a and b or chose c (I choose not to respond) However, applicants are strongly encouraged to complete a and b.

No other sections required in this section.



## **Personal Information (Cont'd)**

"Birth Place" – Must select value for "Country"

## **Address**

"Permanent Home Address" Complete this section and click "Confirm Address"

"Mailing Address" Answer Same as Above – Yes or No.

## **High School**

"High School of Graduation or Its Equivalent" Response required.

## **High School of Graduation**

"High School" – Use "Add/Edit" button to find/list High School

"Date of High School Graduation" – enter date (mm/yyyy)

## **Higher Education**

Complete – include dates to the best of your knowledge.

## **Residency for Tuition Determination**

Complete – follow on screen instructions to complete this section

### **Residency: Applicant**

Complete – follow on screen instructions to complete this section

### **Residency: Parent/Guardian**

Must complete if section is present – this section is dependent upon answer from other sections. For example, if you selected that you are listed as a dependent on U.S. income tax forms of Father/Mother/Father and Mother on the "Residency: Applicant" page or if you listed your home address as outside of WI.

### **Residency: Employment**

Complete – follow on screen instructions to complete this section