



Project LINK

Policies and Procedures

2008-2009

Project LINK provides high school students the opportunity to enroll and participate in Vincennes University courses for college credit. Courses are taught by VU faculty members via two-way video. High schools may elect to give high school credit in addition to the student receiving college credit from Vincennes University. The rate for the 2008-09 academic year is **\$50** per credit hour, plus the cost of required textbooks and/or course materials.

PARTICIPATION and PROGRAM REQUIREMENTS:

(1) **Seats are limited and registration is based on a First-Come, First-Serve basis.** Due to technical concerns and logistics, we must limit the number of sites (schools) that we can connect with during each class - this has been set at no more than 2 – 3 sites per class. Although the two-way video technology would allow a large number of students to participate in each class, in order to maintain the high-quality and personalized student interaction that VU is recognized for, and to keep the classes manageable for the instructors, classes are limited to 25 - 30 students each, just like they would be here on the VU campus. Course offerings may be subject to cancellation due to insufficient enrollment.

Information forms must be submitted no later than July 1 to reserve seats for your students.

(2) Your two-way video equipment must be certified by Ahmad Arqawi; he may be contacted at 317-263-8833 or aarqawi@ihets.org. Following this check of equipment, a form will be sent to a specified contact person at your location to obtain additional information concerning personnel who will be involved, the courses of interest and the anticipated number of students who will participate.

(3) **Participating high schools must provide:** assistance in registering students; procuring and selling/renting textbooks; distributing classroom materials provided by Vincennes University faculty; monitoring examinations; **full-time supervision of students while Project LINK classes are in session**; and assistance with other applicable aspects of classroom management.

(4) Individual student enrollment application forms, 4-part registration forms, and payments may be submitted prior to, but must be received **no later than WEDNESDAY, AUGUST 20, 2008** for the fall semester. These forms will be mailed to each school along with a postage paid envelope.

(5) **Students enrolling in Project LINK courses will need INTERNET ACCESS** in order to communicate with the VU instructor via Blackboard. Blackboard is utilized as an enhancement tool for instructor/student communication for the purpose of posting assignments, exams, and other course information. It will also serve as the primary means of communication in the event of class cancellations or scheduling conflicts.

(6) **Participating schools must purchase the required textbook(s) for enrolled students and must provide these to students on or before the first day of class.** If applicable, it is up to the school to collect payment from each student. Textbooks may be purchased from the VU Old Post Bookstore or directly from the publisher. School representatives may contact the VU Bookstore by calling 812-888-4334 or toll free at 866-808-2665 or by visiting the website at www.vubookstore.vinu.edu. Textbook requirements for each course will be provided to the school no later than June 1.

(7) When a class is missed due to a technical error or issue stemming from the VU Campus, a DVD will be provided at no cost to the high school. Should a class be missed due to student absence, weather-related delays or closings at the high school, or technical issues stemming from the high school, a DVD will be provided to the high school at a cost of \$3.00 per DVD.

TRANSFERRING PROJECT LINK CREDIT: Students should contact the college or university they plan to attend concerning transferability of courses. *Unlike other dual credit/concurrent enrollment courses taken prior to high school graduation, these courses are being taught by a VU professor; therefore, students should explain this distinction to the college or university in which they plan to transfer the course credit.* For more information on the transferability of these courses, please visit the Indiana Core Transfer Library website at www.transferin.net/ctl.

Transcripts may be requested from the Registrar, Vincennes University, 1002 North First Street, Vincennes, IN 47591 and are provided free of charge. A written request with the signature of the student requesting the transcript must be included. This request may also be faxed to the Registrar at 812-888-4380.

REGISTRATION INFORMATION:

Individual student enrollment application forms, registration forms, and payment may be submitted prior to, but must be received no later than Wednesday, August 20, 2008 for the fall semester.

1. An enrollment application form must be completed for each student (be sure to include placement testing scores for courses that have prerequisite requirements) and be signed by the student and guidance counselor/school official. To verify that a student meets the course prerequisite requirements, please refer to the **Prerequisite & Placement Testing Requirements** table included in this document.
2. The 4-part registration form must also be completed for each student (these will be mailed to the schools along with a postage paid envelope). These forms must include the CRN (Course Reference Number) and section number for each course. A sample form with your CRN and section numbers will be included – please note these numbers change each semester.
3. **Please mail the enrollment application form, the white and yellow pages of the registration form, and payment of \$50.00 per credit hour** in the postage paid envelope to: Project LINK, Vincennes University, YB 29, Vincennes, IN 47591. Enrollment applications, registration forms and payment must reach the Project LINK office **no later than Wednesday, August 20, 2008** for the fall semester.

Please keep the pink and golden rod copies of the registration form for you and your students' records. Please alphabetize the registration forms with the enrollment applications and payments. DO NOT staple. **Students will not be registered without payment – schools are encouraged to remit one check for all student fees.** However, students may pay by personal check or money order (made payable to Vincennes University), or by credit card (Visa, MasterCard, or Discover). **Please DO NOT SEND cash.**

PREREQUISITE AND PLACEMENT TESTING INFORMATION: Students must have a junior or senior level standing and be approved by the high school principal (or designee) in order to enroll in Project LINK courses. Exceptions to this requirement will be considered on an individual basis and final approval will be given only by the Vincennes University Project LINK Director.

Students must meet or exceed the prerequisite requirements for enrolling in VU courses, as defined in the Project LINK course prerequisite requirement table included in this document. There is no charge for the Accuplacer or foreign language advanced placement testing to students planning to enroll in Project LINK courses.

For students interested in taking HIST 139, HIST 140, PSYC 142, SOCL 151, and SPCH 143, who have not taken the PSAT, SAT or ACT exam, the Accuplacer is another method of qualifying for these courses. Students enrolling in any MATH course **MUST** take the Accuplacer. A designated test administrator from your school should contact Tom Cronk, Director of VU's Assessment Center, to receive instructions on administering the Accuplacer at your site. Mr. Cronk may be reached at 812-888-5404 or tcronk@vinu.edu.

Students interested in taking FREN 103, 201, 203 or GRMN 103, 201, 203 classes must meet course prerequisite requirements or participate in advanced placement testing. A designated test administrator from your school should contact Leroy Hall, VU Foreign Language Department Chairperson, to receive instructions on administering advanced placement testing for foreign language courses. Mr. Hall may be reached at 812-888-5418 or lhall@vinu.edu.

2008 - 2009 Vincennes University Academic Calendar

Fall Semester 2008

Classes begin 8 a.m.	Monday, August 18
Labor Day (No classes)	Monday, September 1
Midterm Examinations	Monday-Friday, October 6-10
Midterm Break	Monday, Tuesday, October 13, 14
Classes resume	Wednesday, October 15
Thanksgiving Recess (No classes)	Wednesday-Sunday, November 26-30
Classes resume	Monday, December 1
Final Examinations	Monday-Friday, December 8-12
Fall Semester ends after last final exam	Saturday, December 13

Spring Semester 2009

Classes begin 8 a.m.	Monday, January 12
Martin Luther King and Presidents Day (No classes)	Monday, January 19
Midterm Examinations	Monday-Friday, March 2-6
Midterm Break	Monday-Sunday, March 9-15
Classes resume	Monday, March 16
Good Friday (No classes)	Friday, April 10
Final Examinations	Tuesday-Saturday, May 5-9
Spring Semester ends after last final exam	Saturday, May 9

Please contact the **Project LINK** office at 812-888-4337, 1-800-670-1230, or ProjectLINK@vinu.edu for more information.

Project LINK
Prerequisite & Placement Testing Requirements
2008-2009

COURSE NUMBER	COURSE NAME	SAT	ACT	ACCUPLACER (CPTS)	Prerequisite
ECON 100	Elements of Economics				
FREN 101	French Level I				
FREN 103	French Level II				Prerequisite: FREN-101 or appropriate placement test score
FREN 201	French Level III				Prerequisite: FREN-103 or appropriate placement test score
FREN 203	French Level IV				Prerequisite: FREN-201 or appropriate placement test score
GRMN 101	German Level I				
GRMN 103	German Level II				Prerequisite: GRMN-101 or appropriate placement test score
GRMN 201	German Level III				Prerequisite: GRMN-103 or appropriate placement test score
GRMN 203	German Level IV				Prerequisite: GRMN-201 or appropriate placement test score
HIST 139	American History I	420 CR / 380 W	21 R/ 16 E	89 R / 80 SS	
HIST 140	American History II	420 CR / 380 W	21 R/ 16 E	89 R / 80 SS	
MATH 102	College Algebra			74+ EA	C or better in MATH-101
MATH 104	Trigonometry			55+ CLM	C or better in MATH-102 or may be taken concurrently with MATH-102
MATH 118	Calculus w/ Analytic Geometry*			55+ CLM	MATH-102 and MATH-104 with a C or better in both courses or a CLM of 55 or greater
POLS 111	American National Government				
PSYC 142	General Psychology	420 CR / 380 W	21 R/ 16 E	89 R / 80 SS	
SOCL 151	Principles of Sociology	420 CR	21 R	89 R	
SPCH 143	Speech	420 CR / 380 W	21 R/ 16 E	89 R / 80 SS	

SAT CR = Critical Reading
 SAT W = Writing
 ACT R = Reading
 ACT E = English

Accuplacer (CPTS) R = Reading
 Accuplacer (CPTS) SS = Sustenance Skills
 Accuplacer (CPTS) EA = Elementary Algebra
 Accuplacer (CPTS) CLM = College Level Math