CHALLENGE PROGRAM

NAME: ________________________

PSU ID # ________________________

South Wasco High School PSU Calculus Instructor Jamie Sowell and students: Campus Visit 2015

Student/Parent Handbook
2015-16
“My Challenge Program writing and English literature courses were both excellent preparation for my future college courses. I found them invaluable in terms of understanding the subject matter, and I am convinced that my Challenge Program courses helped me do well in my college classes.”

Former Challenge Student

To our students,

Welcome to Challenge, a 38-year old concurrent enrollment program between Portland State University and Portland-area high schools, where qualified high school instructors are granted honorary adjunct status to teach catalog-listed PSU courses at your high school, providing you an opportunity to earn college credit, for a fraction of the cost on campus.

Our program is the only one in Oregon accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP). NACEP accredited programs meet a comprehensive set of quality standards (regarding faculty, students, curriculum, assessment, and evaluation) that provide an imprimatur of quality and campus alignment. We report directly to the Dean of the College of Liberal Arts and Sciences at Portland State and curriculum is carefully governed by our participating Departments. Our mission is to provide an authentic college experience.

This booklet contains important information about the Challenge Program, your courses, and what you can expect when you register as a part-time PSU student. Keep it handy throughout the year as a reference and share it with your parents. Should you have questions we’ve not answered here, please check with your instructor or call us in the Challenge office. We encourage you to visit the PSU campus, search the PSU website, which is a great repository of information, and stop by the Challenge office at PSU Cramer Hall, 3rd floor, Room 387 to introduce yourself.

We wish you the very best of luck with your coursework this year.

Sally Hudson, Director
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PSU LINK & CONTACT INFORMATION  BACK COVER
Why Challenge?

In today’s drive to provide rigorous postsecondary academic challenges to high school students in their own environments, we see Challenge as offering benefits that set it apart from other programs that earn college credit. Consider the following:

• We build a community of faculty and instructors that is the foundation of Challenge’s success. It provides a venue for support and shared information that reinforces the connection between the campus and the classroom.
• We encourage and support class visits to campus to help familiarize students with Oregon’s largest university and to use student resources such as our library online databases and computer accounts as well as attend special events, such as the Young Historians Conference.
• Our instructors have the academic freedom to determine how to meet PSU standards and are not restricted by having to focus on teaching to a high-stakes final exam; nor are our students sidelined by weeks of test preparation.
• We strive for both an academic and cultural college experience and hold our students to college-level expectations, smoothing the transition to college.
• In select disciplines, the content for AP or IB fits within the PSU Challenge course syllabus, making it possible for some of our participating high schools to offer PSU courses that also meet AP or IB requirements. In these courses, Challenge students have the assurance of college credit through their PSU enrollment, rather than performance on a single high stakes exam, and they also have the advantage of the AP or IB designation on their high school transcript.
• Challenge is the only Oregon concurrent enrollment program that is accredited both by the State and nationally. We have been featured twice in the US World & News Report Special issue on Colleges.
Courses Offered

Schools partner with us to select catalog-listed college courses based on individual high school needs and teacher qualifications. This means that different high schools will offer one or some of the courses listed below. In schools where more than one Challenge course is offered, students can take up to three classes, although two is the recommended maximum.

Challenge courses—typically at the 100-200 college level and earning 4 college credits—are listed below. Other courses may be considered, based on school interest, instructor eligibility, and departmental support.

**Computer Science:**

- **CS 161** Introduction to Programming and Problem-Solving (4). Introduction to fundamental concepts of computer science. Problem solving, algorithm and program design, data types, loops, control structures, subprograms, and arrays. Learn to write high-level programming language. Surveys current social and ethical aspects of computer science. *Recommended prerequisite: MTH 111.*

- **CS 162** Introduction to Computer Science (4) using a high level programming language. Conditionals, I/O, Files, Functions, Classes, Pointers, Dynamic Memory, Linear Linked lists, and Multi-Dimensional Arrays. Program correctness, verification, and testing. Prerequisite: CS106, or CS161, or prior programming experience. *Recommended prerequisite: CS 161.*

- **CS 163** Data abstraction (4) with formal specification. Elementary algorithm analysis. Basic concepts of data and its representation inside a computer. Linear, linked, and orthogonal lists; tree structures. Data structures are implemented as data abstractions. Sorting and search strategies. Data management. *Prerequisite: CS 162.*
ENGLISH: LITERATURE

- **Eng 107, 108** World Literature (4, 4). Narrative prose, drama, and poetry. Complete books are included so that the student may become familiar with some of the masterpieces in world literature.

- **Eng 204, 205** Survey of English Literature (4, 4). Eng. 204: Beowulf to Milton; Eng 205: Enlightenment through Victorian period.

- **Eng 253, 254** Survey of American Literature (4, 4). American literature from its beginnings to present.

ENGLISH: WRITING

- **Wr 121** College Writing (4). A writing course for lower-division students, in which they develop critical thinking abilities by reading and writing, increase their rhetorical strategies, practice writing processes, and learn textual conventions. Includes formal and informal writing, responding to a variety of readings, sharing writing with other students, and revising individual pieces for a final portfolio of work.

- **Wr 222** Writing Research Papers (4). The techniques for compiling and writing research papers. Attention to available reference materials, use of library, taking notes, critical evaluation of evidence, and conventions for documenting academic papers. Practice in organizing and writing a long expository essay based on use of library resources. **Recommended prerequisite: Wr 121.**

- **Wr 228** News Writing (4). An introductory course in news reporting and writing. Focus on identifying newsworthiness, writing leads, constructing news stories, interviewing, and attributing quotes. Students learn to gather local news, writing some stories in a computer lab on deadline. **Recommended prerequisite: Wr 121.** May be repeated once for a total of 8 credits.

GEOLOGY:

**G 201 Geology (3) and G204 (1) Lab.** Study of Earth’s materials, structures, and the processes that have changed the Earth’s surface throughout geologic time, in the light of the unifying plate tectonics model.
**HISTORY:**

- **Hst 101, 102, 103** History of Western Civilization (4, 4, 4). Survey of the origins and development of Western civilizations. Hst 101: Antiquity to Renaissance; Hst 102: Late Medieval to Enlightenment; Hst 103: Enlightenment to present.


**MATHEMATICS AND STATISTICS:**

- **Mth 251, 252, 253** Calculus I, II, III (4, 4, 4). Differential and integral calculus of functions of a single variable, analytic geometry, infinite series and applications. [Note: Challenge typically teaches just Calc I and Calc II, matched to a high school’s two semesters.] **Prerequisite to MTH 251:** high school pre-calculus or PSU Mth 112 (preferably with a grade of B or higher). PSU calculus courses must be taken in sequence.

- **Stat 243, 244** Introduction to Probability and Statistics (4,4). A basic course in statistical analysis. **Prerequisite: high school algebra; pre-calculus is strongly recommended.**

**WORLD LANGUAGES AND LITERATURES:**

- **Fr 201, 202, 203** (4, 4, 4) 2nd Yr French. Intensive review of basic materials introduced in 1st-Yr French and further development of communication skills. **Recommended prerequisite:** Fr 103.

- **Span 201, 202, 203** (4, 4, 4) 2nd Yr Spanish. Intensive review of basic materials introduced in 1st-Yr Spanish and further development of communication skills. **Recommended prerequisite:** Sp 103.
Student Eligibility

Challenge students are required to have a minimum cumulative GPA of 3.0. Students not meeting this requirement may request a copy of their transcript from the counseling office to attach to their registration for consideration by the PSU Department. Seniors have priority in Challenge classes as these are not meant to duplicate high school curriculum, but to exceed it.

Aside from student eligibility, we require that a minimum of 60% of the students in the class participate in Challenge. This helps create a college culture in the classroom.

It is very important to fully understand the expectations in Challenge courses. We strongly advise you to talk with your counselor or the Challenge instructor about the requirements, objectives, and design of each course so that you can assess your readiness for college-level work.

Quarters, Semesters & Year-Long Courses

Because PSU is on the quarter system (10-week courses) and many of our high schools are on the semester system (15 weeks), there are a variety of ways we have worked with high schools to determine how to cover course material—e.g., superimpose three quarters onto two semesters, match up a quarter with a semester, teach one quarter over the course of an entire academic year. The decision is based both on the department requirements and the high school’s needs and interests.

For example, world language courses are taught at the high school just as on campus, in a sequence of three quarters (fall, winter, and spring) but our math classes are typically taught at the high school in two semesters. Therefore, if you take PSU Spanish and PSU calculus, you enroll and pay three times during the year for Spanish (and earn 12 credits) and two times during the year for calculus (and earn 8 credits).

Cost

The program fee for the 2015-16 Academic Year is $230 per class per quarter/semester. The fee is nonrefundable and must be collected with the registration form. We only accept checks, payable to Portland State University.

Students eligible for the Federal Free and Reduced Lunch Program are entitled to a discounted fee of $50 per class. To receive this discount we require a copy of the eligibility letter, attached to the blue registration form.
Registration Process

1. You register and pay for your Challenge classes at the beginning of each quarter or semester, through your high school instructor, who has all the required materials, including a parent letter and a registration form. You must fill out these forms completely, have a parent sign the back, attach any applicable documentation, and return everything, including the check for payment, to the instructor, by the deadline.

2. The instructor collects all registration materials and payments and packages this for pick-up by Challenge staff.

3. Challenge staff verifies that registrations are complete and turns these over to the PSU Registrar’s Office. There the information is entered to admit Challenge students as PSU part-time students and to register them into their classes. At this point, you have a record with PSU.

4. When you enroll through Challenge at the University, you are a part-time Portland State University student. You will have most of the privileges of any other part-time student including a computer account and full access to the Library and its extensive online databases. When you complete your Challenge program course, you will have a record of earned credit at PSU for which you may request an official Portland State University transcript.

PSU ID Card and Number

Once registered, you will receive a PSU ID card in the mail. It looks like a credit card and should NOT be activated. The card is a convenience because your PSU ID number is located on the front (9-digit number beginning with a 9). The number is essential as it identifies you as a PSU student and is used for accessing student records (including transcripts), using online resources, and the PSU classroom management system.

Because the card looks like a credit card, your parents may throw it away. This is not critical but you might warn them the card is coming and why it’s handy to have.

If you did not receive the card and want to pursue why, go to PSU Higher One Services to check on its status. Alternatively, you may check on this in person at PSU, at the ID Card Services window in Neuberger Hall. In both cases, you’ll need photo ID and your PSU ID number, which our office can look up for you (503.725.3430 or cplink@pdx.edu). There is a cost to replace the card.
Dropping or Withdrawing from a Class

If you are worried about your performance in a Challenge class or feel overburdened, the first thing to do is talk with your parents and your teacher. If this is early on, you may drop a Challenge class. Drop deadlines are listed below (they are also in the parent letter, on our website and on the registration form). Dropping a class will result in no record at PSU for having registered for the class.

If the deadline has passed but you still want to drop the class, you can withdraw by a later deadline. This will result in a W on your record but does not factor into a college GPA.

Deadlines will vary depending on whether the class corresponds to the PSU quarter, is mapped to the high school semester, or overlays the entire academic year. Please see the chart below.

To drop or withdraw, we require an email from the instructor, or from you with a cc to the instructor. Make sure we are informed as we will have to process the Drop or the Withdrawal through our Registrar.

*There are no refunds for dropped or withdrawn registrations.*

### 2015-16 Drop & Withdrawal Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Mapping</th>
<th>Registration</th>
<th>Drop</th>
<th>Withdraw</th>
</tr>
</thead>
</table>
Grades

Students enrolling in PSU courses through the Challenge Program normally obtain dual high school and college credit. The Challenge Program grade for the course is determined in accordance with grading criteria established by Portland State University. The high school grade is determined in accordance with grading criteria established by the high school. Therefore, it is unlikely but possible that your PSU grade may not be the same as your high school grade.

It is also important to realize that your high school registrar only records the high school grade. Your instructor submits PSU grades separately, to PSU. Grades can be viewed through the PSU Information System (see p. 12 or p. 17).

PSU uses regular letter grades A, B, C, D, and F to indicate academic performance, as well as pluses and minuses. At the end of your course, your instructor will send the class grades to the Challenge Program Office at PSU where they will get recorded with the Registrar’s Office.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

It is important to be responsible for your performance in a Challenge class. If you are struggling, talk to your instructor.
Online Resources

Accessing computer resources at PSU, including the PSU Information System (banweb.pdx.edu) for academic records, transcripts, etc., the classroom learning management system, use of the campus computer labs, off campus access to library databases, and many other services at PSU, requires an ODIN (email) account. Your instructor will receive information for you to set up your account, including your user name and temporary password.

If you do not get this information from your instructor, you can call the PSU HELP Desk at 503.725.HELP (4357) and they will provide it. Tell them you want to set up your ODIN account and give them your PSU ID number. They will be able to give you your user name and temporary password over the phone, and will give you instructions for how to set up the account. *This is also the procedure if ever you have trouble logging into the PSU Information System.*

To use the PSU Information System, go to https://banweb.pdx.edu. Log in with your ODIN USER NAME and password. This is where you can view your academic record, view your unofficial transcripts or order official ones.
Accessing your PSU Academic Records

To check your records, go to the PSU Information System


Log in with your ODIN USER NAME and password.

NOTE: If you do not frequently access the PSU Information System or have forgotten your password, you will need to call the PSU Office of Information Technology (OIT) Help Desk and ask them to reset it. [503.725.HELP] Have your PSU ID number ready to give them.

Click on “Student Services & Financial Aid,” then on “Student Records” to display your grades/unofficial transcript. If you do not see your grade(s) listed, it may be because it has not yet been recorded. Challenge instructors sometimes record grades at the end of the semester instead of the university quarter. But check with us and we can double check the status of your record.

The Library

The library website is library.pdx.edu. Phone number is 503.725.5874. You are encouraged to visit the library and its vast resources. Bring your ID card or your ID number if you plan to check out books (see caution below regarding fees associated with late book return).

You can also access electronic resources online from remote locations by logging into the library databases with your Odin login and password.

In addition, the library offers a variety of subject and course guides and tools to assist you in using its resources.

CAUTION: You are charged fees for overdue books. These fees can add up quickly and you are responsible for them. They are NOT waived when you return the book.
Privacy Laws

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of the student’s records. FERPA rules specify when and who gets to see a student’s records (which include not only files in offices or computerized information, but also student exam scores, student essays, or other student work).

The important thing for our Challenge students and parents to understand is that, if a parent wants information from us about their student’s PSU academic record, we cannot provide it; your student must make this request.

Disability Accommodation

Disability policies for PSU students may be different than those for high school students. Our general policy is to follow the high school/school district disability policy.

Plagiarism

Plagiarism is when you present someone else’s work or ideas as your own. You may do this accidentally (forgetting to site a source) or on purpose (copying). Portland State (and therefore, Challenge) considers plagiarism a serious form of academic misconduct.

“Plagiarism can be:
• Copying someone's words without giving them credit;
• Quoting somebody’s words incorrectly or out of context;
• Using or repeating someone’s ideas or concepts without giving them credit;
• Misrepresenting someone’s ideas or concepts;
• Copying images or music without permission or without proper attribution;
• Citing incorrectly - i.e. citing the wrong source or having incomplete or inaccurate citations;
• Intentionally presenting someone else’s work as your own - i.e. copying off fellow students, submitting papers you didn’t write, buying research papers from the Internet;
• Failing to acknowledge the contribution of others in work produced collaboratively.*

Please see the PSU Library’s website (see footnote below) for more information on plagiarism and for examples of how to cite work.

As a university program, Challenge follows the PSU Student Code of Conduct which includes prohibition of "all forms of academic dishonesty, cheating, and fraud, including but not limited to: (a) plagiarism, which includes, but is not limited to, word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas; (b) the buying and selling of all or any portion of course assignments and research papers; (c) performing academic assignments (including tests and examinations) for other persons; (d) unauthorized disclosure and receipt of academic information; and (e) falsification of research data.*"

If a student is caught plagiarizing or engaging in any other act of academic dishonesty, the course instructor may issue a zero or a failing grade for the assignment in which the academic dishonesty was found, but they may not remove the student from the course or fail them on other academic assignments. Academic units may, however, suspend the student engaging in academic dishonesty from the department or program, or expel them. In addition, the instructor or the department may submit a written complaint to the Office of Student Affairs regarding the student's misconduct.*

To read the PSU Student Code of Conduct, please go to http://pdx.edu/dos/psu-student-code-conduct#AcademicDishonesty

* http://library.pdx.edu/tutorials/citation/7
* http://pdx.edu/dos/psu-student-code-conduct#AcademicDishonesty
** http://pdx.edu/clas/handbook-student-relations
Information for College-Bound Seniors
Ordering Official Transcripts

Requesting a transcript (an official record of courses you’ve taken at PSU) is the most important action in seeking recognition for your PSU University coursework.

**ATTENTION**

1. An official transcript must be ordered; it will NOT be sent automatically to you or to schools to which you apply.
2. Only YOU can order an official transcript.
3. You will need to know your PSU ID number or ODIN LOGIN to order a transcript.

If you are ordering transcripts to be sent to your university, find out exactly where you need to have a transcript sent (the office and address of the college you’re applying to … may be an admissions or registrar’s office, for example). You can get this information from your college application, the college catalog, or the college admissions office.

Wait until your instructor has submitted final PSU grades so that all your coursework is accounted for. You can indicate, on your college applications that the PSU transcript will be forwarded once you’ve completed your course. You can also provide an unofficial transcript through the banweb database if you already have recorded grades as well as courses in progress.

Go to the PSU Information System [https://banweb.pdx.edu](https://banweb.pdx.edu)

Log in with your ODIN LOGIN and password.

*NOTE: if you never set up your ODIN account, see the instructions on page 12. If you don’t remember your password, call the OIT Help Desk, give them your PSU ID number and ask them to reset the password. They can usually do this over the phone. 503.725.HELP.*

On this site you can indicate the number of transcripts needed. You can have them sent directly to Admissions Offices or, if you are taking one with you to a give to an Admissions Officer, keep it sealed or else it will not be valid. Transcripts cost $5.00 each.
Transferring Credit

As a State of Oregon institution, Challenge courses count toward the completion of your bachelor’s degree at PSU and other State Public community colleges, colleges, and universities.

Beyond the Oregon public institutions of higher education, PSU Challenge credit is accepted by most universities throughout the country. We are accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP), which identifies our program as one with exceptional standards of quality on a national scale.

That said, credit recognition always remains the exclusive prerogative of the institution granting it. College policies vary in regard to transfer credit, and may be applied differently from year to year and from student to student. Many factors affect a university’s decision to accept transfer credit, including the grade the student earned in the course, and how similar the course content is. Usually, however, colleges accept courses in which you’ve earned a C or above and that are a good match for those you would have taken on that campus. Courses that differ from those the college offers may also be transferred, but as elective credit or as meeting prerequisites. It’s important to understand that credit can be given in a variety of ways.

Some colleges (ivy league or some small, private liberal arts colleges) will not give credit for a college course that also fulfilled a high school graduation requirement and/or for coursework not taken on a college campus. But again, student work may still be recognized as meeting a prerequisite rather than direct credit.

PSU, like many universities, is on the quarter system with the school calendar divided into 10-week terms. Many other universities and colleges are on the semester system, which runs in two 16-week sessions. When transferring credit from one system to the other, these will be weighted differently. Each quarter unit is approximately 2/3 of a semester unit.

In some cases, even where transfer credit is not normally granted as general policy, you may be able to negotiate to have your PSU coursework recognized by showing your work and demonstrating your knowledge.

*We strongly encourage you to keep your work—portfolios, exams, syllabi—so you can show them to college officials who need more information before accepting your transfer credit.*
Things to Consider when Applying to Colleges

Policies for credit transfer are typically listed on a university’s website, with their admissions information. We encourage you to take a look at the policies for the universities to which you plan to apply. Then, make an informed decision about where you choose to apply that includes understanding these policies.

In today’s economy, choosing a school that accepts your PSU credit should be a consideration in your final decision. It can make a significant difference in the cost of your college education.

We list schools that have accepted our credit in years past in our brochure. It is by no means a complete list as it is based on survey feedback we receive from former students and our response rate is only about 12%. And we can’t predict when policies change.

Here is a short rundown on nearby schools popular with Challenge students:
• Accepts our credit: State universities nationally, University of Portland, University of San Francisco, Seattle University
• Accepts with evidence that the learning exceeds high school graduation learning outcomes: Stanford, Lewis & Clark
• Does not accept any dual credit, although will assess coursework for satisfying prerequisites: Willamette, Whitman

Strategies for Pursuing Credit Transfer

If your PSU credit is not accepted, we encourage you to argue for it. Start with discussing this with your college academic advisor. Check to see what course at your university matches closely to the PSU class. Especially if there is a similar course, consider making an appointment with the Chair of the appropriate Department. The idea is to show evidence of what you’ve learned to a faculty member who can assess your knowledge and establish if you’ve met the learning outcomes of their course. Bring your course syllabi, course descriptions and, if appropriate, your portfolios from the PSU courses. This strategy has worked for some of our former Challenge students.

Remember too, that credit can be recognized in a variety of ways, such as exemption from a similar required course or placement in a higher-level course. Both forms of recognition still save a student money and time.

And finally, let us know of your efforts so that we can advocate on your behalf.
PSU LINK. This is a scholarship program for exceptional high school students to take coursework on campus for reduced tuition ($300 remitted per quarter). This is a good opportunity for Challenge students who may tap out of math or Foreign Language opportunities, to continue to pursue courses in these disciplines.

Students are accepted through an application process and preference is given to seniors. Applications must be sent to us by May 31 for consideration for the following fall. For more information check the LINK website at http://www.pdx.edu/link-program, email cplink@pdx.edu, or call the Challenge/LINK Office at 503.725.3430.