

Affiliate Institution Host Site Application

Name of Institution:

Select Course (Submit separate application for each course) **AFNR** **ASA** **ASP**

Primary Contact for CASE Related Activities

First Name:		Last Name:	
Mailing Address:			
Mailing Address:			
City:		State:	
Zip:			
Phone:		Email:	

Secondary Contact for CASE Related Activities

First Name:		Last Name:	
Mailing Address:			
Mailing Address:			
City:		State:	
Zip:			
Phone:		Email:	

Service Region:

Affiliate Professors on Staff (List staff participating in upcoming training)

	Name	Name of Course(s) Certified In	Date Certification Completed
1			
2			

Graduate Credit Offering Information

Will you offer participants graduate credit for continuing education? **YES** **NO**

Course Prefix	Course Number	Course Name	Credit Total	Estimated Cost per Credit

Do you charge out-of-state tuition for non-resident CASE participants? **YES** **NO**

Prospective CASE Institutes Dates (Note: Two-week blocks of time required)

Choice #1:	
Choice #2:	
Choice #3:	

All prospective affiliate institutions must be able to provide the following if they are chosen as a host site:

- Classroom and laboratory facilities with appropriate equipment including:
 - Table-style classroom seating for group projects
 - Wet laboratory including sinks
 - Compound and dissecting microscopes
 - Glassware, such as beakers, graduated cylinders, and test tubes
 - Heating devices, such as burners, hot plates, and microwave
 - Electrical access for 110 volt power (power strips for participant laptop computers)
 - Measurement instruments, such as electronic balances
 - Specialty equipment required for instruction of specific course content
- Supplies required for the instruction of lessons for the specific course(s) - a specific list of equipment and supplies are available in the online planning guide available at www.case4learning.org
- Staff for logistical support to assist CASE lead teachers during the sessions (graduate or work study student)
- Lodging for the lead teachers and institute participants
- Meals for lead teachers and institute participants
- Stipends for two CASE lead teachers
- Travel costs for two CASE lead teachers
- Logistical support for billing participants and receiving funds from participants (optional – see online planning guide)
- Payment of CASE Administration Fee of \$500 per participant

If you agree to provide the requirements listed above please sign and date this application.

Signature:

Date:

Printed Name:

Return this form via US Mail to: Dan Jansen, CASE Project Director
4560 NW Visitation Road
Forest Grove, OR 97116

Or email to: dan.jansen@case4learning.org

