



Career and Technical Education  
College of Education & Counseling  
Box 507, Wenona Hall 104  
SDSU  
Brookings, SD 57007-0095  
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## UNIVERSITY CREDIT FOR ATTENDING 2008 NATIONAL FARM BUSINESS MANAGEMENT CONFERENCE

If you are interested in receiving university credit, either at the undergraduate or graduate level, please follow the procedures below.

The following directions are to register and receive credit for participating in the conference. By attending Presentations/tours and/or meetings you will be eligible to receive one undergraduate or graduate credit. Please note all paperwork must be filled out and given to the appropriate individual at the conference.

For **graduate** credit, send a 1-2 page Reflection (single-spaced) on what you learned during the presentation/tours and or meetings at the conference. In your Reflection please address 2 to 3 of the presentations, tours and or meetings you attended at the conference. Discuss what was learned and its benefits to you. Please send the Reflection to the address at the bottom of this page. The Reflection must be received no later than Friday, June 27<sup>th</sup> in order to receive credit. If the assignment is not received in a timely manner, no credit will be received for the CTE 563 course.

No Reflection paper is required for individuals requesting **undergraduate credit**.

Whether the class is taken at the graduate or undergraduate level, you will need to document attendance in individual workshops or presentations by marking on the appropriate line of the **Conference Log Sheet**. The **Conference Log Sheet** will be provided at the time of Registration. You will need to complete a **minimum of 15 hours** of the 23 to receive 1 semester credit. Once the conference is completed, total the number of hours and attach the form to the Registration Form. Return both to the person who is in charge of the Conference Registration.

In order to receive credit, fill out one of the Admission/Registration Forms, either at the graduate or undergraduate level. Both forms are one page in length and will be available at the Conference Registration area.

- Fill in Personal Information. (Name, SSN, Address, Emergency Contact, etc.)
- Residency Information
- Demographic Information (Optional)
- Educational Data—for Undergraduate you do not need to fill out the section pertaining to SAT/ACT scores. However, fill in the rest of this section.
- Semester to Enroll? **”Summer” checked already.**
- Pursuing a Degree at SDSU? **“NO” is checked already.**
- Course Information? **“Filled out for you already”.**
- **Sign and date the form**

The cost for 1 credit of CTE 463 or CTE 563 Technical & Industrial Experiences is **\$100.00**. Please write a check made out to NFRBMEA and give to the appropriate person who will be collecting registration materials.

Enjoy the Conference and Workshops!  
Dr. Tim Andera (605) 688-6798  
CTE Coordinator  
Wenona Hall, Room 104  
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