ABSTRACT

A series of fifteen correspondence studies for high school credit by contract are presented. Contracts are included for boating skills and seamanship, boatbuilding, food and food preparation, gardening, livestock raising, salmon aquaculture, sewing, knitting, and needlework, small engine repair, taxidermy and tanning, trapping, training animals, work experience, computer skills, budget and family finance, and Jeppesen ground training. The typical format for each study includes a packing list, the student contract which includes the contract goal, contract objectives, contract requirements, contract timeline, and a series of progress sheets. (LEA)
HIGH SCHOOL CREDIT BY CONTRACT: CORRESPONDENCE STUDY.

Alaska State Department of Education, Juneau
C/S Contract 30
* U.S.C.G. Auxiliary Boating Skills and Seamanship text
* U.S.C.G. Auxiliary "Boating Skills and Seamanship Student
   Homework Questions"
* 5 return envelopes
* 1 10x13 manila return envelope
* 4th class mailing label

Please check to make sure you have received all materials.
Inform your advisor at once if anything is missing. Use the
return envelopes to send in progress sheets and assignments.
Put your Advisor's name in the lower left-hand corner of
each envelope. When your contract has been completed, use
the 4th class mailing label to return the starred (*) mater-
ials.
C/S Contract 30

BOATING SKILLS AND SEAMANSHIP

Name of Student

Age

Date

Address

Telephone

My Supervisor for this contract is

Address

Telephone

Contract Goal: The student will recognize and practice small boat skills and seamanship. Upon satisfactory completion of this course, the student will receive 1/2 credit and a U.S.C.G Auxiliary certificate.

Contract Objectives: The student will:

1. complete the Coast Guard Auxiliary Boating Skills and Seamanship Course to advisor and C.G. Auxiliary satisfaction.

2. prepare a report which outlines additional boating safety, skills, and/or seamanship facts about his/her area.

Contract Requirements:

1. Follow the schedule outlined in "Contract Timeline" to complete the Boating Skills and Seamanship text. For each chapter, read the material carefully (twice!), then use your text to complete the corresponding student homework questions. The questions will be sent to your advisor for correction.

30-2
2. After you finish the required text work, you will be sent a final exam. Your supervisor must monitor this exam, and you should use no helps while taking the exam. This exam will also be sent to your advisor for correction.

3. Prepare a research paper which details specific facts about your boat or boating area in any of the following categories:
   - Boating Safety and Survival
   - Boating Laws and Requirements
   - Piloting, Navigation and Hazard (of your area)
   - Sailing (in your area)
   - Preventative Boat Maintenance

   Other categories may be used with approval from your advisor.

   Use the established report format and find several resources to use. They can be tide-table books, charts, blueprints, interviews, letters, magazines, books, or other materials. You will complete this report during the last month of the contract, so it would be helpful to gather most of your resources during the first three months.

4. Turn in a monthly progress sheet at times specified with all requirements attached.

5. Complete all objectives to your advisor’s satisfaction.

Contract Timeline:

<table>
<thead>
<tr>
<th>For Progress Sheet</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (1 month)</td>
<td>Chapters 1-5</td>
</tr>
<tr>
<td>2 (1 month)</td>
<td>Chapters 6-9</td>
</tr>
<tr>
<td>3 (1 month)</td>
<td>Chapters 10-13</td>
</tr>
<tr>
<td>4 (1 month)</td>
<td>Paper for Requirement 3</td>
</tr>
<tr>
<td></td>
<td>Final test</td>
</tr>
</tbody>
</table>

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days   ( ) 3 weeks
( ) 1 week         ( ) longer (explain:)
( ) 2 weeks

30-3
I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: __________________________
Date: __________________________

To be completed by supervisor:
I agree to assist in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: __________________________
Date: __________________________

To be completed by advisor:
Term of contract __________________ Attempted credit __________
Credit granted __________________
Date to begin __________________________ Completion date __________
Reporting dates __________________
Comments __________________

I agree to monitor this contract and to provide assistance where possible.

Signed: __________________________
Date: __________________________
Progress Sheet 1

This sheet should be mailed to your Advisor on ____________.

Name: _________________________________________________________

Address: ________________________________________________________

1. This progress sheet covers the first month of the contract: __________

2. Attach completed homework questions for chapters 1-5 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work: __________________________________________

______________________________________________________________

4. I certify that the above is an accurate and correct account of my progress in this contract situation.

(Student's signature)

(Supervisor's signature)
BOATING SKILLS AND SEAMANSHIP

Progress Sheet

This sheet should be mailed to your Advisor on ____________.

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the second month of the contract:

2. Attach completed homework questions for chapters 6-9 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work:

4. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Student's signature)

(Supervisor's signature)
C/S Contract

BOATING SKILLS AND SEAMANSHIP

Progress Sheet 3

This sheet should be mailed to your Advisor on

Name:

Address:

1. This progress sheet covers the third month of the contract:

2. Attach completed homework questions for chapters 10-13 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work:

4. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Student's signature)

(Supervisor's signature)
Progress Sheet 4

This sheet should be mailed to your Advisor on ____________

Name: __________________________________________

Address: _________________________________________

1. This progress sheet covers the fourth month of the contract: ____________ to ____________.

2. Attach your completed "Boating Skills and Seamanship" final exam to this sheet.

3. Send your completed research paper with this sheet.

4. Discuss one or two important facts and ideas you have learned from this month's work:

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

5. Evaluate your progress on this contract. How much have you learned, and how would you grade yourself?

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

   (Student's signature) 30-8

   10
6. Supervisor's evaluation of student progress:

__________________________________________________________

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
C/S Contract 7
Cook, Boatbuilding Methods

5 return envelopes
4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract

BOATBUILDING

Name of Student ___________________________ Age __________ Date __________

Address ___________________________ Telephone ___________________________

My Supervisor for this contract is ___________________________

Address ___________________________

Telephone ___________________________

Contract Goal: The student will participate in every facet of constructing a boat.

Contract Objectives: The student will:

1. select plans for a boat, with the help of his/her supervisor.

2. participate in every facet of boat construction.

3. describe building materials, techniques, and tools used, as well as general progress.

Contract Requirements:

1. One text has been provided for your information. Scan it carefully, and read the parts which will be applicable to your boat. Use this text for reference throughout your contract. Others are available in the C/S library.

2. You and your supervisor should select your boat plans and purchase them. Don't tackle too large a project! Send the front page of your plans (or something which gives an overview of them) to your advisor.
3. Make a "production schedule" complete with tentative dates. The schedule should cover four months time of about 18 hours monthly. Allowances will be made for variations from this. An example is on page 15 of Boat Building Methods. You will use this schedule throughout your contract. Be sure to send a copy to your advisor with Progress Sheet 1.

4. With your supervisor's help participate in every facet of your boatbuilding project. Begin after you have advisor approval of your plans and production schedule.

5. Keep a daily log of your activities on this contract. Items to include in your log are:
   a) Time periods spent working on your boat. (This must add up to approximately 18 hours monthly, or a total of at least 65 hours for the entire four-month period to earn one-half credit.)
   b) Materials list, with all subsequent expenses for your boat.
   c) Tools you learned to use, and how you used them.
   d) Procedures and techniques you use in building your boat.
   e) Diagrams or photos of the progress you are making on your boatbuilding project.

6. Complete all objectives to supervisor's satisfaction.

7. Turn in a completed progress sheet monthly at times specified, with required work attached.

Contract Timeline: This contract will follow the production schedule outlined as requirement 3, unless noted below:

For Progress Sheet 1: Requirements 1, 2, & 3, and part of 4, 5
(first 2 weeks)

For Progress Sheet 2: Requirements 4, 5
(one month)

For Progress Sheet 3: Requirements 4, 5
(one month)

For Progress Sheet 4: Requirements 4, 5
(one month)

For Progress Sheet 5: Requirements 4, 5
(one month)

7-3
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 3 weeks
( ) 1 week
( ) longer (explain: ___________________________
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: __________________________
Date: __________________________

To be completed by supervisor:

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: __________________________
Date: __________________________

To be completed by advisor:

Term of contract __________________________ Attempted credit __________________
Credit granted __________________________
Date to begin __________________________ Completion date __________________
Reporting dates __________________________
Comments __________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: __________________________
Date: __________________________
Name: 
Address: 

1. This progress sheet covers the first two weeks of the contract: 

2. Attach a summary of your boat plans to this progress sheet. This can be a picture, or a full view plan of your prospective boat.

3. Attach a copy of your production schedule to these plans. Remember that it should cover about four months of work at 18 hours weekly.

4. Attach your log to date to this progress sheet.

5. Explain the facilities and tools you will use for building your boat:

6. Supervisor, please summarize your training and experience at boatbuilding:

(Student's signature)  
(Supervisor's signature)
C/S Contract 7

Progress Sheet 2

This sheet should be mailed to your advisor on ___________.

Name: ____________________________

Address: __________________________

1. This progress sheet covers the first month of the contract to ___________.

2. Attach your month’s log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

4. Summarize your month’s progress:

   a) Number of hours I have worked: ________________

   b) According to the production schedule, I am (ahead, on, behind) schedule.

   c) I have learned these new boatbuilding skills:

      ________________________________________________________________

      ________________________________________________________________

      ________________________________________________________________

   (Student’s signature)

5. I certify that the above is an accurate and correct account of student’s progress in this contract situation.

   (Supervisor’s signature)
C/S Contract 7                      BOATBUILDING

Progress Sheet 3                      This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ______________________________

1. This progress sheet covers the second month of the contract:

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them: ______________________________________

4. Summarize your month's progress:
   a) Number of hours I have worked: ____________________
   b) According to the production schedule, I am (ahead, on, behind) schedule.
   c) I have learned these new boatbuilding skills:

      ______________________________________
      ______________________________________

      (Student's signature)

5. I certify that the above is an accurate and correct account of student's progress in this contract situation.

     (Supervisor's signature)

7-9
C/S Contract 7

BOATBUILDING

Progress Sheet 4

This sheet should be mailed to your Advisor on

Name: ____________________________

Address: ___________________________

1. This progress sheet covers the third month of the contract.

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them:

4. Summarize your month's progress:
   a) Number of hours I have worked: ____________________________
   b) According to the production schedule, I am (ahead, on, behind) schedule.
   c) I have learned these new boatbuilding skills:

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

   (Student's signature)

5. I certify that the above is an accurate and correct account of student's progress in this contract situation.

   (Supervisor's signature)

7-8
C/S Contract 7

BOATBUILDING

Progress Sheet 5
This sheet should be mailed to
your advisor on __________

Name: _______________________

Address: _______________________

1. This progress sheet covers the fourth month of the contract:

2. Attach your month's log to this sheet. Review require-
5 for items to include.

3. Discuss the problems you have encountered, and how you
solved them:

4. Summarize your month's progress:
   a) Number of hours I have worked: ________________
   b) According to the production schedule, I am (ahead,
on, behind) schedule.
   c) I have learned these new boatbuilding skills:

5. Evaluate your progress on this contract. What have you learn-
ed, and how would you grade yourself? ____________________

7-9
6. Supervisor's evaluation of student progress on this contract:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I certify that the above is an accurate and correct account of __________ progress in this student's contract situation.

(Supervisor's signature)
C/S Contract 8

pamphlets supplied from Cooperative Extension Service:

A. Nutrition
   "Nutrition Labeling"

B. Preserving Alaskan Food
   "Smoking Fish"
   "All About Alaskan Clams"
   "Smoked Salmon"
   "Pressure Canning Alaskan Fish at Home"
   "Freezing of Fish to Maintain Quality"
   "To Salt Fish"
   "Pickling Fish"
   "The Hunter Returns - After the Kill"
   "Alaska's Game is Good Food"
   "Vegetable Harvest and Storage"
   "Drying Foods, at Home"
   "Storing Perishables in the Home"
   "Wild Berry Recipes"

C. Comparative Shopping
   "Groceries by Mail"
   "Your Money's Worth in Food"
   "Food for the Family - A Cost-Saving Plan"
   "Money-Saving Meals"
   "Family Food Budgeting"

D. Recipes and Meal Preparation (Almost all of the above pamphlets contain recipes. In addition, more are listed below.)
   "Bring out the Best in Alaskan Vegetables"
   "Recipes for Canned Meat"
   "Make Your Own Mix"
PACKING LIST - C/S Contract 8 (Cont.)

- "Rhubarb Recipes"
- "Zucchini, From A to Z"
- "Kelp Recipes"
- "Simple, Savory Canned Salmon Recipes"

- 5 return envelopes
- 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 8

FOOD AND FOOD PREPARATION

Name of Student

Age

Date

Address

Telephone

My Supervisor for this contract is

Address

Telephone

Contract Goal: The student will use information learned about nutritional and calorie needs to preserve, shop for, and prepare foods of various kinds, and to cook balanced meals.

Contract Objectives: The student will:

1. discuss nutritional and calorie needs of each family member in a report.

2. study his/her eating habits for a week's time, and summarize results.

3. preserve Alaskan food by at least two methods.

4. report on and experience comparative shopping methods and food budgeting.

5. prepare at least 12 foods of various kinds.

6. prepare at least one balanced meal a day for a week's time.
Contract Requirements:

1. Carefully read "Nutrition Labeling", and any other sources you wish. Then, using the format given, prepare a report which discusses the nutritional and calorie needs of each member of your family. This includes carbohydrate, protein, fat, vitamin, and mineral needs.

2. Make a study of your eating habits for one week by listing all the food you eat, then describing the nutritional values. Use the form suggested on pages 6-7 of "Nutrition Labeling." Summarize your findings. Tell whether your diet should be improved, and how you will improve it.

3. Carefully study the pamphlets provided which tell about harvesting and preserving Alaskan foods. Prepare a report on the various methods available. Discuss the methods and foods you have previously used.

4. Preserve at least two kinds of food you have gathered from the wild. Report on the recipe you used, the amount you preserved, and how it turned out! Use the ideas you learned from the material used for requirement 3.

5. Read the information included about comparative shopping. Do your family's shopping for a week. Report on it. If you don't shop weekly, report on your family's method of obtaining food, and assist with this, if possible. For either report, stress nutritional value versus price, and providing for balanced meals.

6. Prepare and serve at least 8 foods, making sure the following categories are represented: meat, fish, poultry, vegetable, breads, dessert, meatless main dish. For each food you prepare, report on the following: a) recipe you used, b) any recipe changes, c) problems you encountered, d) the eater's opinions! e) your opinion of how successful it was. Have your supervisor sign this, and turn it in to your advisor.

7. Prepare (and shop for, if possible) a week's menu for your family. Pay careful attention to cost and nutrition. Choose at least one meal per day to prepare and serve. Report on its success. Ask your "guinea pigs" for their opinions!

Summarize your week's project. Include your weekly menu, and any nutritional information or recipes you worked up.
8. During this semester-long (4 to 4 1/2 months) contract, you should plan to spend a minimum of 65 hours on this project.

9. Complete all objectives to your advisor's satisfaction.

10. Turn in a completed monthly progress sheet with all requirements attached.

Contract Timeline:

For Progress Sheet 1: Requirements 1 and 2
At least 2 recipes of requirement 6

For Progress Sheet 2: Requirements 3 and 4
At least 2 recipes of requirement 6

For Progress Sheet 3: Requirement 5
At least 2 recipes of requirement 6

For Progress Sheet 4: Requirement 7
At least 2 recipes of requirement 6

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 3 weeks
( ) 1 week
( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ___________________________

Date: ___________________________

To be completed by supervisor:

I agree to assist __________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ___________________________

Date: ___________________________
To be completed by advisor:

Term of contract_________________ Attempted credit______

Credit granted_________________

Date to begin___________________ Completion date_______

Reporting dates_________________

Comments_______________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________

Date: _______________
ABOUT WRITING THAT REPORT

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(title page)  How to Write a Report
by Linda Schultz
October 10, 1978

(body)

Sources

Write names of sources like this:

You can even make a fancy cover, if you like, but it's not necessary.

Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.
Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____________________________

Address: ____________________________

1. This progress sheet covers the first month of the contract:

2. Attach your nutrition report to this sheet.

3. Attach your report on your eating habits for one week to this sheet.

4. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

5. Briefly discuss the one or two really significant facts or ideas you have learned about nutrition this month:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student's signature)

6. I certify that the above is an accurate and correct account of progress in this contract situation.

(Supervisor's signature)
Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the second month of the contract: ________________ to ________________.

2. Attach your report about methods of harvesting and preserving Alaskan food.

3. Attach your reports on the two kinds of Alaskan food you preserved. Follow instructions from requirement 4.

4. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

5. Briefly discuss the one or two really significant facts or ideas you have learned about preserving Alaskan food this month: ________________________________

   ________________________________

   (Student's signature)

6. I certify that the above is an accurate and correct account of progress in this contract situation.

   ________________________________

   (Supervisor's signature)
Progress Sheet 3

This sheet should be mailed to your Advisor on

Name: ____________________________________________
Address: _________________________________________

1. This progress sheet covers the third month of the contract: ________ to ________

2. Attach your comparative shopping report to this sheet.

3. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

4. Briefly discuss the one or two really significant facts or ideas you have learned about food budgeting and comparative shopping this month: ____________________________________________

________________________________________
(Student's signature)

5. I certify that the above is an accurate and correct account of ________ progress in student's this contract situation.

(Supervisor's signature)

8-10

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C/S Contract 8

FOOD AND FOOD PREPARATION

Progress Sheet 4

This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the fourth month of the contract: __________ to ____________.

2. Attach your summary on your week of balanced meals and meal preparation. (Requirement 1)

3. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

4. Briefly discuss the one or two really significant facts or ideas you have learned about weekly menus and meal preparation this month: ____________________________

5. Evaluate your progress in this contract situation. How would you grade yourself? ____________________________

(Student's signature)

8-11
6. Supervisor's evaluation of student progress in this contract situation:

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
PACKING LIST - C/S CONTRACT 9

C/S Contract 9

Extension Service Bulletins:

* 16 Steps to Easy Gardening in Alaska
* Weed Control in Alaska Vegetable Gardens
* Green Houses in Alaska
* The Compost Heap in Alaska
* Carrots in Alaska
* A Key to Flower Growing in Alaska
* Hydroponics for the Beginner
* Vegetable Varieties for SE Alaska

6 return envelopes
4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 9

GARDENING

Name of Student: __________________________ Age: __ Date: ______

Address: __________________________ Telephone: ______

My Supervisor for this contract is: __________________________

Address: __________________________ Telephone: ______

Contract Goal: The student will learn about proper gardening methods for his/her area, and will use these methods to grow at least six vegetable crops.

Contract Objectives: The student will:

1. determine characteristics, needs, and size of the proposed garden plot.

2. prepare the garden plot for planting.

3. construct a timeline for starting and planting the chosen vegetable varieties.

4. follow the "timeline plan" to begin the garden.

5. care for the garden through harvest.

6. keep accurate daily and expense records on the garden.
Contract Requirements:

1. Read through the information included with your contract materials. Contact your local Extension Service Agent for more information. The addresses are:

   Barbara Eichner   Frances Hulbert
   2651 Providence Ave.   Box 869
   Anchorage, Ak. 99504   Palmer, Ak. 99645

   Pat Barker   Warren Larson   Ray Morgan
   Box 556   Box 1779   1514 S. Cushman
   Bethel, Ak. 99559   Soldotna, Ak. 99669   Room 303
   Fairbanks, Ak. 99701

   Kristine Long   Walt McPherson
   Box 400   Box 109
   Nome, Ak. 99762   Juneau, Ak. 99801

2. Determine the site and size of your garden. Choose the vegetables (at least six) you wish to grow, taking into account the recommended varieties and your needs.

3. Take a soil sample of your garden plot, according to directions on page 7 of "16 Easy Steps to Gardening in Alaska". There may be a $3.00 charge for analysis by the Extension Service. Allow at least three weeks for results to come back.

4. Construct a garden timeline for starting seedlings, transplanting, and direct seeding into your garden. You will follow this timeline throughout the planting process. The easiest way to do this is to choose a target date for planting seeds and transplanting seedlings in your garden. Work backwards and forwards from there.

5. Tend your garden carefully throughout the growing season. Keep a log which includes the following records:

   a) time spent per week
   b) dates when certain events occurred, such as planting, fertilizing, sprouting, harvesting, etc.
   c) amount and quality of produce harvested
   d) problems encountered, and how you solved them

6. Turn in progress sheets with all requirements monthly.
7. Complete all objectives to your advisor's satisfaction.

8. Extra credit: Enter a sample of your produce in your local fair. Report the results to your advisor.

Contract Timeline:

For Progress Sheet 1: Completed Requirements 1-4
Daily log for the month

For Progress Sheet 2: Requirement 5

For Progress Sheet 3: Requirement 5

For Progress Sheet 4: Requirement 5

For Progress Sheet 5: Requirement 5 (and perhaps 8!)

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days   ( ) 3 weeks

( ) 1 week       ( ) longer (explain:)

( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________________

Date: ____________________________

To be completed by supervisor:

I agree to assist ____________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________________

Date: ____________________________
To be completed by advisor:

Term of contract __________________ Attempted credit __________________

Credit granted __________________

Date to begin __________________ Completion date __________________

Reporting dates __________________

Comments __________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________

Date: _____________________________
<table>
<thead>
<tr>
<th>Date To Begin</th>
<th>Item to be Done</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Progress Sheet 1

This sheet should be mailed to your Advisor on _______.

Name: ____________________________
Address: __________________________

1. This progress sheet covers the first month of the contract: ________ to ________.

2. Draw a diagram of the garden site you have chosen. Give dimensions, and show where north is located in relation to your garden. Show the direction in which you will construct the rows, and insert vegetable names where you intend to plant them.
3. List the vegetables you have selected, and explain why you chose this particular variety.

<table>
<thead>
<tr>
<th>Vegetable name</th>
<th>Variety</th>
<th>Why I chose it</th>
</tr>
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<tbody>
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</tbody>
</table>

4. Attach your completed garden timeline to this sheet.

5. Include your log of daily progress for the month. Refer to requirement 5 for items to include in your log.

6. Explain the results of your soil test, if it has been returned. (If not completed, report on this for next month.)

   (Student signature)

7. Supervisor's comments on this contract project: ____________________
I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss the raising of seedlings. Find out what you can about this!
This sheet should be mailed to your Advisor on _____________.

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the second month of the contract: ________ to ________.

2. If you didn't last month, explain the results of your soil test now.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Attach your log of daily progress for the month.

4. Discuss various methods of starting plant seedlings. Explain why some plants must be started indoors, then transplanted. How did your method of starting seedlings work?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9-10
5. Discuss the problems you have encountered thus far, and tell how you solved them. 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Student's signature)

6. Supervisor's comments on this contract project: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss various methods of controlling garden insect pests. Find out what you can about this!
Progress Sheet 3

This sheet should be mailed to your Advisor on ____________.

Name: ______________________________________

Address: ______________________________________

1. This progress sheet covers the third month of the contract: to ____________.

2. Attach your log of daily progress for the month.

3. Discuss natural and chemical means of controlling garden insect pests. What insects do you expect to have trouble with (or maybe they're troubling you now!), and what will you do to control them?

4. Discuss the problems you have encountered thus far, and tell how you solved them.

(Student's signature) 9-12
5. Supervisor's comments on this contract project:

I certify that the above is an accurate and correct account of __________________ progress in this contract situation.

(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss methods of raising the soil temperature. Be prepared!
CAI Contract GARDENING

Progress Sheet 4
This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the fourth month of the contract:
   to ________________

2. Attach your log of daily progress for the month.

3. Discuss various ways of raising the soil temperature in Alaskan gardens. What method did you use? Was it successful?

   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

4. Discuss the problems you have encountered thus far, and tell how you solved them.

   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

(Student's signature) 9-14
5. Supervisor's comments on this contract project: 

I certify that the above is an accurate and correct account of Student's progress in this contract situation.

(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss ways of harvesting and keeping your vegetables. Be prepared!
This sheet should be mailed to your Adviser on ____________.

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the fifth month of the contract: _____________.

2. Attach your log of daily progress for the month.

3. What are some methods and tricks of harvesting your vegetables and storing them for extended periods? What methods did you try, and what's your opinion of how they worked?

4. Discuss the problems you have encountered thus far, and tell how you solved them.

5. Evaluate your progress in this contract situation. How much did you really learn, and how would you grade yourself?

9-16
6. Supervisor's evaluation of contract performance: 

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
PACKING LIST - C/S CONTRACT 10

CORRESPONDENCE STUDY

Livestock Raising

C/S Contract 10
5 return envelopes
10X13 manila return envelope

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing.
C/S Contract 10  LIVESTOCK RAISING

Name of Student ___________________ Age ______ Date ___________
Address __________________________ Telephone ________________

My Supervisor for this contract is ________________________________
Telephone ____________________

Contract Goal: The student will raise and care for an animal or group of animals to maturity, and will keep cost and production records on this project.

Contract Objectives: The student will:

1. study one or more resources to determine the best method of raising his/her chosen animal type.

2. keep a detailed production and expense record of his/her animal project.

3. determine the goal and the timeline for this project; then follow it.

4. spend up to one year caring for the animals of this project to reach the project goal.
Contract Requirements:

1. a) Choose one of the animal projects listed below:
   - □ poultry - chickens, ducks, geese, turkeys
   - □ rabbits
   - □ goats
   - □ sheep
   - □ hogs
   - □ cattle
   - □ horses
   - □ other: ____________________________

   b) Choose the breed on which you will concentrate: (If you aren't familiar with the different breeds and their uses, consult Extension Service or other information.) ____________________________

   c) Explain the purpose for which you are raising your livestock:
      - □ meat
      - □ eggs
      - □ milk
      - □ sale of breeding stock
      - □ or young
      - □ show
      - □ fur
      - □ other: ____________________________

2. Write your nearest Extension Service agent. Ask him/her for information about raising your chosen animal. Here are the addresses. Choose the agent closest to you.

   Barbara Eichner
   2651 Providence Ave.  Frances Hulbert
   Anchorage, Ak. 99504  Box 869
   Attn:tiee:te  Palmer, Ak. 99645

   Pat Barker
   Box 556  Warren Larson
   Bethel, Ak. 99559  Box 1779
   Attn:ree:te  Soldotna, Ak. 99669 1514 S. Cushman
   Room 303  Fairbanks, Ak. 99701

   Kristine Long
   Box 400  Walt McPherson
   Nome, Ak. 99762  Box 109
   Juneau, Ak. 99801  10-3
3. **Construct a report** which explains the following information:
   a) where and how you obtained your poultry or livestock
   b) housing and equipment necessary for this project (diagrams would be helpful)
   c) choice of feed for project, and how you plan to obtain this feed
   d) your intentions and plans for this poultry or livestock. Include a production schedule or timeline.
   e) projected expenses and returns for this project
   f) details of handling and caring for your animals

4. Keep a daily log of your time spent and experiences with this project. Keep detailed feed, expense and breeding records (if necessary). A photo essay of your project would be very interesting. The log will be turned in monthly; others will be turned in at the end of the project.

5. Turn in a monthly progress sheet with all requirements attached.

6. Spend a minimum of six hours monthly for a period of 12 months for 1/2 credit. If your project will take less calendar time (like raising poultry fryers), you must increase your hours per month so you have spent at least 65 hours on your livestock. Include reporting or record-keeping time, and study time, but count routine feeding and watering chores as half-time, since you are not really learning anything too new in performing these daily chores.

7. Find and study various resources that will give you further details on your project.

8. At the end of your project, write a summary report.

9. Complete all objectives to the satisfaction of your advisor.

**Contract Timeline:**

For Progress Sheet 1: Requirements 3 and 5

For Progress Sheet 2 and all subsequent sheets: Work on Requirements 4, 6 and 7. The number of progress sheets here will vary with each individual project.

For the last progress sheet: Requirements 4 and 8.
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days ( ) 3 weeks
( ) 1 week ( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: __________________________
Date: __________________________

To be completed by supervisor:

I agree to assist in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: __________________________
Date: __________________________

To be completed by advisor:

Term of contract __________ Attempted credit __________
Credit granted __________
Date to begin __________ Completion date __________
Reporting dates __________
Comments __________

I agree to monitor this contract and to provide assistance where possible.

Signed: __________________________
Date: __________________________

10-5
C/S Contract 10  
LIVESTOCK RAISING

Progress Sheet 1
This sheet should be mailed to your Advisor on ____________

Name: ____________________________
Address: ____________________________

1. This progress sheet covers the first month of the contract: ____________ to ____________.

2. Attach your completed report for requirement 3 to this sheet.

3. Attach your log for the month to this sheet.

4. If you read and studied any resource information this month, complete the following:
   Name of resource: ____________________________
   Page numbers I studied: ____________________________
   General topic: ____________________________
   Summary of details I learned and will practice: ____________________________

5. Summary of monthly expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Money paid out</th>
<th>Money taken in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

10-6
6. This is a summary of this month's work on my livestock raising project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student's signature)

7. I certify that the above is an accurate and correct account of ____________ progress in student's this contract situation.

(Supervisor's signature)
Progress Sheet 2

This sheet should be mailed to your Advisor on _____________.

Name: ____________________________________________

Address: ___________________________________________________________________________

1. This progress sheet covers the second month of the contract: __________ to _____________.

2. Attach your log for the month to this sheet.

3. If you read and studied any resource information this month, complete the following:

   Name of resource: ________________________________________________________________

   Page numbers I studied: ______________________________________________________________________________

   General topic: ________________________________________________________________

   Summary of details I learned and will practice: __________________________________________

4. Summary of monthly expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Money paid out</th>
<th>Money taken in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

   10-8
5. This is a summary of this month's work on my livestock raising project:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

(Student's signature)

6. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
Progress Sheet 3

This sheet should be mailed to your Advisor on ________

Name: ____________________________

Address: __________________________

1. This progress sheet covers the third month of the contract:

2. Attach your log for the month to this sheet.

3. If you read and studied any resource information this month, complete the following:

   Name of resource: ____________________
   
   Page numbers I studied: ____________
   
   General topic: _______________________
   
   Summary of details I learned and will practice: _______________________
   
   __________________________

4. Summary of monthly expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Money paid out</th>
<th>Money taken in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

10-10 60
5. This is a summary of this month's work on my livestock raising project:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(Student's signature)

6. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
Progress Sheet

This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ______________________________

1. This progress sheet covers the _____ month of the contract:
   _____________________________ to ____________________________.

2. Attach your log for the month to this sheet.

3. If you read and studied any resource, information this month, complete the following:

   Name of resource: ________________________________

   Page numbers I studied: ______________________

   General topic: ________________________________

   Summary of details I learned and will practice: ________________________________

4. Summary of monthly expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Money paid out</th>
<th>Money taken in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

   10-12 62
5. This is a summary of this month's work on my livestock raising project: ________________________________

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

(Student's signature)

6. I certify that the above is an accurate and correct account of ___________ progress in student's this contract situation.

(Supervisor's signature)
C/S Contract 10

Progress Sheet This sheet should be mailed to your Advisor on

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the last month of the contract: ____________________________

2. Attach your log for the month to this sheet.

3. Attach your complete expense, feed, breeding, and any other records to this sheet.

4. Attach your project summary to this sheet. (This is from requirement 8.)

5. If you read and studied any resource information this month, complete the following:

   Name of resource: ________________________________

   Page numbers I studied: ________________________________

   General topic: ________________________________

   Summary of details I learned and will practice: ________________________________

6. Summary of monthly expenses:

   Item | Money paid out | Money taken in

   ____________________________ | ____________________________ | ____________________________

   10-14
7. Evaluate the success of your livestock raising project. What have you learned, and how would you grade yourself?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(Student's signature)

8. Supervisor's evaluation of student progress on this contract:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
PACKING LIST - C/S Contract 12

Salmon Aquaculture

C/S Contract 12
- MacNeil and Bailey, *Salmon Rancher's Manual*
- 1 package, 5x8 note cards
- 4 return envelopes
- 10 x 13 manila return envelope
- 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 12  

Name of Student ___________________ Age / Date ______
Address __________________________ Telephone __________________________

My Supervisor for this contract is __________________________
Address __________________________ Telephone __________________________

Contract Goal: The student will use a variety of resource materials to construct a research paper on salmon aquaculture in Alaska.

Contract Objectives: The student will:

1. use a variety of at least three suggested source materials to learn details of salmon aquaculture.

2. write a research paper which discusses the present realities and future possibilities of salmon aquaculture in Alaska.

3. (optional) visit and/or participate in an Alaskan aquaculture operation.

Contract Requirements:

1. Read and study Salmon Rancher's Manual and find at least two other sources of information which deal in salmon aquaculture.

2. Follow the suggested format for reports as well as information included in "How to Write Your Term Paper" to write
your research paper on "Salmon Aquaculture in Alaska". Your paper must discuss present realities as well as future possibilities for aquaculture.

3. Spend at least 65 hours studying, writing, or observing for your project for 1/2 credit. That's about an hour daily for the 4 1/2 month period.

4. Turn in a monthly progress sheet with all requirements attached.

5. Keep a daily log which includes the date, time spent, resources you read, and whatever else you did to prepare for or write your paper.

6. (optional) Contact the nearest salmon aquaculture facility. Ask for information. Make arrangements to visit and study it. A photo essay would be an excellent supplement for your paper. You might also be able to participate in some facets of hatchery operation.

Contract Timeline:

<table>
<thead>
<tr>
<th>For Progress Sheet</th>
<th>You should</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (month 1)</td>
<td>Gather resources; contact the aquaculture facility nearest you; begin reading, studying, and taking notes.</td>
</tr>
<tr>
<td>2 (month 2)</td>
<td>Continue reading, studying, and taking notes.</td>
</tr>
<tr>
<td>3 (month 3)</td>
<td>Continue your reading, studying, and note-taking. Create an outline for your paper.</td>
</tr>
<tr>
<td>4 (month 4)</td>
<td>Use the outline and notes to create a pencil (rough) draft. Make corrections. Write your final draft of your paper.</td>
</tr>
</tbody>
</table>

To be completed by student:

Mail from Juneau C/S usually reaches me within:

- ( ) several days  
- ( ) 1 week  
- ( ) 2 weeks  
- ( ) 3 weeks  
- ( ) longer (explain:)

12-3

68
I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ________________________  
Date: ________________________

To be completed by supervisor:

I agree to assist in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ________________________  
Date: ________________________

To be completed by advisor:

Term of contract ________________________ Attempted credit __________

Credit granted ________________________

Date to begin ________________________ Completion date __________

Reporting dates ________________________

Comments ________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ________________________  
Date: ________________________
ABOUT WRITING THAT REPORT

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(titled page) How to Write a Report

by Linda Schultz
October 10, 1973

(topic)

*Write names of sources like this:
   Put names of articles or magazines in "", and names of books! You can even make a fancy cover, if you like, but it's not necessary.

Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.
C/S Contract 12  

SALMON AQUACULTURE

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________.

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the first month of the contract: ________ to ________.

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach three of your complete note cards to this sheet.

4. List the resources you've used this month:

   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

5. Discuss one or several facts you've learned about salmon farming:

   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

   (Student's signature)

6. I certify that the above is an accurate and correct account of progress in this student's contract situation.

   (Supervisor's signature)

12-6
SALMON AQUACULTURE

C/S Contract 12

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the second month of the contract: to ____________

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach three of your completed note cards to this sheet.

4. List the resources you've used this month:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Discuss one or several facts you've learned about salmon farming:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student's signature)

6. I certify that the above is an accurate and correct account of ____________ progress in this student's contract situation.

(Supervisor's signature)

12-7
Progress Sheet 3

This sheet should be mailed to your Advisor on ____________

Name: __________________________

Address: ________________________

1. This progress sheet covers the third month of the contract: __________________________

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach your outline to this sheet.

4. List the resources you've used this month:

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. Discuss one or several facts you've learned about salmon farming:

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

(Student's signature) ______________________

6. I certify that the above is an accurate and correct account of progress in this student's contract situation.

(Supervisor's signature) ______________________

12-8
C/S Contract 12

Progress Sheet 4

This sheet should be mailed to your Advisor on

Name: ________________________________
Address: ________________________________

1. This progress sheet covers the fourth month of the contract:

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach your completed paper to this sheet.

4. Evaluate your progress in this contract situation. How much do you feel you have learned, and how would you grade yourself?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   (Student's signature)

5. Supervisor's evaluation of student progress on this contract:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
Packing List - C/S Contract 13

Cooperative Extension Service Bulletins:

- "Cloth Parka"
- "Mittens, Mittens, Mittens"
- "Family Winter Clothing"
- "Quaspeq"
- "Tricks to Easy Fit"

__ 4 12x16 manila return envelopes
__ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
Contract Goal: By completing an approved number of projects, the student will practice previously acquired skills and learn at least four new skills.

Contract Objectives: The student will:

1. complete an approved number of sewing, knitting, needlework, or combination of these projects.
2. practice previously acquired skills.
3. master at least four new skills.

Contract Requirements:

1. Choose the type of projects on which you will concentrate:
   - Sewing projects
   - Knitting or Crocheting projects
   - Needlework projects - embroidery, needlepoint, bargello
A combination of:

2. Write a short paragraph which outlines your experience and skills learned to date in this type of project:

3. With the help of your supervisor, outline your choice of projects for this contract. Choose projects that proceed from simple to more difficult. Plan a course for yourself which will take you from 65-80 hours in four months' time to finish. That works out to about an hour daily for 16-18 weeks.

As an example, if you are sewing, you will probably be able to finish two easy (book bag, knit top) and three to five hard (pants suit, dress with detail) projects. Knitting a sweater might take most of the semester, so you might try a simple knit project (cap, mittens, or pot holder) plus a sweater.

Also, list the skills you expect to learn (flat-felled seams, putting in a zipper, knitting a cable, etc.).

<table>
<thead>
<tr>
<th>Project(s)</th>
<th>Skills I will learn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Progress Sheet 1
(month 1)

For Progress Sheet 2
(month 2)
4. Look through the enclosed material for ideas, then select your own patterns. Send your month 1 and 2 pattern(s) with this contract. A picture and short description will probably be adequate in most cases. Your advisor will approve it (or offer additional suggestions), then return it to you in time to begin your project(s).

5. Your completed projects will be sent to your advisor so your progress may be determined. If the envelopes provided are not large enough, please package your project yourself, and send by first-class mail.

6. Keep a daily log which details your time spent and the tasks you accomplished during this time.

7. Complete all objectives to your supervisor's and advisor's satisfaction.

8. Turn in required progress sheets and work monthly at times specified.

**Contract Timeline:** Follow the outline in requirement 3.

<table>
<thead>
<tr>
<th>Project(s)</th>
<th>Skills I will learn</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Progress Sheet 3 (month 3)</td>
<td></td>
</tr>
<tr>
<td>For Progress Sheet 4 (month 4)</td>
<td></td>
</tr>
</tbody>
</table>
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 1 week
( ) 2 weeks
( ) 3 weeks
( ) longer (explain:)

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: __________________________
Date: __________________________

To be completed by supervisor:

I agree to assist _______ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: __________________________
Date: __________________________

To be completed by advisor:

Term of contract __________________ Attempted credit ______
Credit granted __________________
Date to begin: ___________________ Completion date ______
Reporting dates __________________
Comments ______________________

I agree to monitor this contract and to provide assistance where possible.

Signed: __________________________
Date: __________________________
C/S Contract 13

SEWING, KNITTING, AND NEEDLEWORK

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the first month of the contract: ____________ to ____________

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

__________________________________________________

__________________________________________________

__________________________________________________

5. List the new skills you attempted, and describe your progress in learning them.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
</tr>
</tbody>
</table>

(Student's signature)

13-6
6. Supervisor's evaluation of student progress this month:

____________________________________________________________________

____________________________________________________________________

I certify that the above is an accurate and correct account of the student's progress in this contract situation.

(Supervisor's signature)
Progress Sheet 2

This sheet should be mailed to your Advisor on

Name: ____________________________
Address: ____________________________

1. This progress sheet covers the second month of the contract:

   ____________________________

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

   ____________________________________________________________________________

5. List the new skills you attempted, and describe your progress in learning them.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
</tr>
</tbody>
</table>

(Student's signature)

13-8
Supervisor's evaluation of student progress this month:


I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
C/S Contract 13

Progress Sheet 3

SEWING, KNITTING, AND NEEDLEWORK

This sheet should be mailed to your Advisor on __________.

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the third month of the contract to ____________.

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

5. List the new skills you attempted and describe your progress in learning them.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Student's signature)
6. Supervisor's evaluation of student progress this month:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I certify that the above is an accurate and correct account of progress in this student's contract situation.

(Supervisor's signature)
This sheet should be mailed to your Advisor on_______.

Name: __________________________
Address: _________________________

This progress sheet covers the fourth month of the contract: _______________________.

Attach your daily log for this month's work.

Include any completed projects.

Describe your problems and successes of this month's work.

Try the new skills you attempted, and describe your progress with learning them.

Progress

13-12
6. Evaluate your progress in this contract. What have you learned, and how would you grade yourself?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Student's signature)

7. Supervisor's evaluation of student progress during this entire contract. Contrast beginning and ending skills.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
Packing List - C/S Contract 14

Small Engine Repair

C/S Contract 14
- Olney, Simple Gasoline Engine Repair
- Dempsey, How to Repair Small Gasoline Engines
- 5 return envelopes
- 4th class mailing label

Please check to make sure you have received all materials. Inform your address if anything is missing. When your contract is completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 14

Name of Student

Address

Telephone

My supervisor for this contract is

Address

Telephone

Contract Goal: The student will explain how a small gasoline engine operates and will be able to repair at least two kinds of engines.

Contract Objectives: The student will:
1. repair at least two different small engines.
2. explain how a small gasoline engine works.

Contract Requirements:

With the help of your supervisor, plan the engines you will repair and the type of repair necessary. The more varied the jobs and experience, the more you will learn. Since you will need at least 65 hours' instruction and working time, you should plan projects for about 60 hours' work, or 11 hours monthly. Be sure that your projects will teach you new skills—not just practice things you already know. Two manuals have been provided for you, but you may feel free to use any other references you wish.
<table>
<thead>
<tr>
<th>For Progress</th>
<th>Engine I will repair</th>
<th>Repairs to be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet (month)</td>
<td>(be specific!)</td>
<td></td>
</tr>
</tbody>
</table>

1. 

2. Choose one engine you are repairing, and prepare a report which explains how it functions. Your report should use the format suggested (you may have less than three sources). It should include diagrams which show parts, a description of its operation, and requirements for normal maintenance procedures. You may add anything else you like to your report. Make it good!

3. Keep a log which has an entry for each day's work. Your log should include the engine you work on, methods used, tools used, time spent, general progress, and name and pages of references you studied to make the repairs.

4. Work a total of at least 65 hours in a semester's time (4 to 4.1/2 months) on this contract situation.

5. Keep in progress sheets with all requirements attached as specified.

6. Complete all objectives to advisor's satisfaction.

**Contract Timeline**

Follow the timeline created in requirement 1. In addition, you must turn in monthly logs. The report for requirement 2 will be turned in with Progress Sheet 4.
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 3 weeks
( ) 1 week
( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________________
Date: ____________________________

To be completed by supervisor:

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________________
Date: ____________________________

To be completed by advisor:

Term of contract: __________________ Attempted credit: ______
Credit granted: __________________
Date to begin: _____________________ Completion date: __________
Reporting dates: __________________ Comments: _______________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________
Date: ____________________________

14-4
ABOUT WRITING THAT REPORT...

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

- Title page
- How to Write a Report
  by Linda Schultz
  October 16, 1978
- Body
- Sources

*Write names of sources like this:
  2. Put names of articles or magazines in "" and names of books!
  You can even make a fancy cover, if you like, but it's not necessary.
  Do a good job! For further information, ask your advisor for the book called
  How to Write Your Term Paper. It has lots of helpful information.

14-5
Progress Sheet 1

Name: ____________________________

Address: __________________________

1. This progress sheet covers the first month of the contract: to _________________________

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:
   
a. Number of hours spent: __________
   
b. Engines or parts of engines that have been repaired:
   
   _______________________________________________________________________
   
   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month:

   _______________________________________________________________________
   _______________________________________________________________________

(Student's signature)
5. Supervisor's evaluation of progress this month: 

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I certify that the above is an accurate and correct account of __________________ progress in student's this contract situation.

(Supervisor's signature)
Progress Sheet 2
This sheet should be mailed to your Advisor on _______________________

Name: _______________________
Address: _______________________

1. This progress sheet covers the second month of the contract.

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:
   a. Number of hours spent: _______________________
   b. Engines or parts of engine that have been repaired: _______________________
   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month: _______________________

(Student's signature)
5. Supervisor's evaluation of progress this month:


I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)

P.S. Are you thinking about your requirement 2 report that's due at the end of Progress Sheet 4?
C/S Contract 14

Progress Sheet 3

This sheet should be mailed to your Advisor on

Name:

Address:

1. This progress sheet covers the third month of the contract:

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:
   a. Number of hours spent:
   b. Engines or parts of engines that have been repaired:
   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month:

   (Student's signature)

14-10
5. Supervisor's evaluation of progress this month:


I certify that the above is an accurate and correct account of student's contract situation.

(Supervisor's signature)

P.S. Don't forget that your report for requirement 2 is due next month.
Progress Sheet 4

This sheet should be mailed to your Advisor on ____________

Name: ________________________________
Address: ______________________________

1. This progress sheet covers the fourth month of the contract: _________

2. Attach your monthly log. See requirement 3 for details to include.

3. Attach your completed report on the function of an engine, as described in requirement 2.

4. Summary of month's work:
   a. Number of hours spent: _________
   b. Engines or parts of engines that have been repaired: ______________________
   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

5. Discuss one or two of the important things you have learned this month:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

14-12
6. Evaluate your progress in this contract situation. How much have you learned, and how would you grade yourself?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student's signature)

7. Supervisor's evaluation of student progress in this contract. Compare his/her knowledge from the beginning of the contract to the progress and knowledge gained by the end of the contract.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
PACKING LIST - C/S Contract 17

C/S Contract 17
* McFall, Taxidermy Step By Step
* Cooperative Extension Service, "Tanning at Home"
5 return envelopes
2 10x13 manila return envelopes
4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 17

TAXIDERMY AND TANNING

Name of Student ___________________________ Age _______ Date ________
Address ___________________________________ Telephone _____________

My Supervisor for this contract is ___________________________
Address ___________________________________ Telephone _____________

Contract Goal: The student will master two methods of tanning and two methods of taxidermy by completing a report and an approved number of projects.

Contract Objectives: The student will:

1. report on at least two methods of tanning.
2. report on at least two methods of mounting specimens (taxidermy).
3. complete an approved number of projects, for which he/she has provided materials.

Contract Requirements:

1. You have been provided with two texts about tanning and taxidermy. Study these carefully, and use the provided format to report on the two methods you would choose to tan skins and hides. Be specific about procedures. Compare the expected results of the two methods. There are additional texts in the C/S Library if you want more resources.
2. Use your provided texts plus other resources you may gather to report on two methods or types of taxidermy. Choose two different specimens, so you can discuss widely different procedures.

3. Choose at least four projects for the contract. Estimate the number of hours each project will take. You should plan at least 60 hours worth of projects. Your projects should include at least two methods of tanning and at least two different animals to mount. Write a brief description of each project:

<table>
<thead>
<tr>
<th>Projects</th>
<th>Estimated Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Use extra paper for additional projects)

4. You will be expected to send a) the completed project, b) a sample of the tanned skin, or c) a complete picture description of each project you have completed. Your log should describe the processes you underwent for each project.
If the return envelopes aren't large enough for your projects, please package and send them separately. First class mail is preferred. Put "Attention: (your advisor)" on the front of the package. Be sure your name and address are on each project.

5. Keep a daily log which explains the following: a) time spent on project each day, b) references used, c) tasks worked on and/or completed, d) any problems or successes. Keep it short and sweet!

6. Turn in a completed monthly progress sheet with all requirements attached.

7. Complete all objectives to the satisfaction of your advisor.

Contract Timeline:

For Progress Sheet 1: Complete requirements 1, 2, and 4
For Progress Sheet 2: Complete requirements 3 and 4
For Progress Sheet 3: Complete requirements 3 and 4
For Progress Sheet 4: Complete requirements 3 and 4

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days ( ) 3 weeks
( ) 1 week ( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________________
Date: ____________________________

17-4
To be completed by supervisor:

I agree to assist ______ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________
Date: ____________________

To be completed by advisor:

Term of contract: ______ At tempted credit ______
Credit granted ______ ______
Date to begin: __________ Completion date: __________
Reporting dates: ______
Comments: ____________________________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________
Date: ____________________
ABOUT WRITING THAT REPORT

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words? A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(title page) How to Write a Report
by Linda Schultz
October 10, 1978

(body)

(sources)

*Write names of sources like this:
   Put names of articles or magazines in " " and ______ names of books!
You can even make a fancy cover, if you like, but it's not necessary.
Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.
This sheet should be mailed to your advisor on _______.

Name: __________________________

Address: _________________________

1. This progress sheet covers the first month of the contract; to ______.

2. Attach your reports about tanning methods and taxidermy methods to this sheet.

3. Attach your month's log to this sheet (see requirement 4).

4. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing:

5. Discuss one or two of the significant facts and/or ideas you have learned this month. ________________________________

(Student's signature) __________________________

17-7
6. I certify that the above is an accurate and correct account of ________ student’s progress in this contract situation.

(Supervisor’s signature)
C/S Contract 17

TAXIDERMY AND TANNING

Progress Sheet 2

This sheet should be mailed to your Advisor on

Name: __________________________________________

Address: _______________________________________

1. This progress sheet covers the second month of the contract: to ____________________________

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing.

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

4. Discuss one or two of the significant facts and/or ideas you have learned this month.

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

   (Student's signature)

5. I certify that the above is an accurate and correct account of ___________________________ progress student's progress in this contract situation.

   (Supervisor's signature)

17-9
C/S Contract 17

Progress Sheet 3

This sheet should be mailed to your Advisor on ___________

Name: ____________________________

Address: __________________________

1. This progress sheet covers the third month of the contract: _____________

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing. ________________________________

4. Discuss one or two of the significant facts and/or ideas you have learned this month. ________________________________

(Student's signature)

5. I certify that the above is an accurate and correct account of _____________ student's progress in this contract situation.

(Supervisor's signature)

17-10
C/S Contract 17

Progress Sheet 4

This sheet should be mailed to your Advisor on ____________________

Name:

Address:

1. This progress sheet covers the fourth month of the contract: to ____________________

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing.

4. Discuss one or two of the significant facts and/or ideas you have learned this month.

5. Evaluate your progress on this contract. How much have you learned, and how would you grade yourself?

17-11

112
6. Supervisor's evaluation of student progress:

I certify that the above is an accurate and correct account of ____________ progress in this contract situation.

(Supervisor's signature)
PACKING LIST - C/S CONTRACT 18

CORRESPONDENCE STUDY

Trapping

C/S Contract 18
* Stanley Hawbaker, Trapping North American Furbearers
  5 return envelopes
  4th class mailing label

Please check to make sure you have received all materials.
Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 18

Name of Student__________________________ Age____ Date____
Address______________________________ Telephone________

My Supervisor for this contract is
Address______________________________ Telephone______________________________

Contract Goal: The student will demonstrate trapping skills by keeping a log of trapping experiences and by reporting on the life cycle of one animal he/she traps.

Contract Objectives: The student will:

1. complete a trapping season of at least three months, providing his/her own materials.

2. keep a trapping journal which includes daily details of the trapping season.

3. discuss lures, baits, traps, and trapping methods.

4. report on the life cycle and habits of one of the animals trapped.

Contract Requirements:

1. Report in detail about your proposed trapping season.
   Include:
   . approximate dates of your season
- pre-season preparations
- kind of animals you will trap
- description of your trapline
- summary of trapping laws
- schedule for running your trapline
- description of trapping equipment
- where you will get your equipment
- how you will process your pelts
- where you will sell your pelts

2. Keep a trapping log which describes your expenses, experiences, time spent, skills learned, and trapping methods used for the trapping season. This log will be turned in monthly.

3. Be sure to discuss the following in reports of approximately 200 word length:
   a) kinds of animals and baits
   b) kinds of traps
   c) trapping methods

4. Report on the life cycle and habits of one animal you trap.

5. Prepare a summary of your trapping season and the profits (if any) you made. Pictures would be very helpful.

Contract Timeline:

<table>
<thead>
<tr>
<th>For Progress Sheet (month)</th>
<th>Complete requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2</td>
</tr>
<tr>
<td>2</td>
<td>2, 3a</td>
</tr>
<tr>
<td>3</td>
<td>2, 3b</td>
</tr>
<tr>
<td>4</td>
<td>2, 3c, 4, 5</td>
</tr>
</tbody>
</table>

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days   ( ) 3 weeks
( ) 1 week         ( ) longer (explain:)
( ) 2 weeks

116
I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ___________________________
Date: ___________________________

To be completed by supervisor:

I agree to assist in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ___________________________
Date: ___________________________

To be completed by advisor:

Term of contract ___________ Attempted credit ___________
Credit granted ___________
Date to begin ___________ Completion date ___________
Reporting dates ___________
Comments ___________

I agree to monitor this contract and to provide assistance where possible.

Signed: ___________________________
Date: ___________________________
ABOUT WRITING THAT REPORT

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

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1. Focus on one small topic.
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3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

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Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(titie page) How to Write a Report by Linda Schultz October 10, 1978

Source page

(body)

*Write names of sources like this:
Put names of articles or magazines in " " and names of books!
You can even make a fancy cover, if you like, but it's not necessary.
Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

18-5
C/S Contract 18

TRAPPING

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ________________________________

Address: ______________________________

1. This progress sheet covers the first month of the contract: ____________ to ____________

2. Attach your preliminary report (for requirement 1) to this sheet.

3. Attach your log for this month's trapping work.

(Student's signature)

4. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
C/S Contract 18

Progress Sheet 2

TRAPPING

This sheet should be mailed to your Advisor on

Name:

Address:

1. This progress sheet covers the second month of the contract: __________ to __________.

2. Attach your log for this month's trapping work.

3. Attach your report on lures and baits to this sheet.

(Student's signature)

4. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)

18-7
C/S Contract 18

TRAPPING

Progress Sheet 3

This sheet should be mailed to your Advisor on ____________

Name: ________________________________________________

Address: ______________________________________________

1. This progress sheet covers the third month of the contract:

   ____________________________ to ____________________________

2. Attach your log for this month's trapping work.

3. Attach your report about kinds of traps to this sheet.

4. I certify that the above is an accurate and correct account of
   ____________________________ student's progress in this contract situation.

   Supervisor's signature

   ____________
C/S Contract 18

TRAPPING

Progress Sheet 4

This sheet should be mailed to your Advisor on

Name: ____________________________

Address: __________________________

1. This progress sheet covers the fourth month of the contract: ________________

2. Attach your log for this month's trapping work.

3. Attach your report about trapping methods to this sheet.

4. Attach your report on the life cycle and habits of the animal you trap to this sheet.

5. Attach your summary of this trapping season (or the season so far!) to this sheet.

6. Evaluate your progress on this contract. Have you learned new things about trapping? How would you grade your progress? __________________________

(Student's signature)

7. Supervisor's evaluation of trapping progress on this contract:

______________________________

______________________________

18-9

122
I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)
Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope.
C/S Contract 19

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Age</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address

Telephone

My Supervisor for this contract is

Address

Telephone

**Contract Goal:** The student will establish and meet goals for training an animal or animals within a period of a year's time.

**Contract Objectives:** The student will:

1. establish certain goals for training an animal or animals.

2. obtain and study two or more reference materials which deal with the training of that animal type.

3. report on the best method and timeline for obtaining the established goal.

4. work with animal subject(s) for a period of not less than four months and not more than a year to obtain desired training goal.
Contract Requirements:

1. Write a description of the animal(s) you wish to train, and exactly what you want the animal(s) to be able to do. Be realistic and specific!

2. Since much of your training will be repetition, you should plan on spending a minimum of 120 hours and four months on your project. Animals of all types benefit from short repetitive sessions, so you might space your training out into two, half-hour sessions or a full hour session daily. Animals don't observe weekends, so you might not be able to either! If you are training a horse or a full dog team, you will want to take longer than the four-month period. With your training goals and interim steps in mind, fill in the following training schedule. Use additional paper if you need more room.

<table>
<thead>
<tr>
<th>Number of</th>
<th>Date</th>
<th>Training Hours</th>
<th>Behavior Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Desired Animal Behavior.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total hours

19-3
b) The approximate number of months you will work (must be at least four): __________

c) If you will be taking professional training (like a dog obedience class), give particulars here:

3. Contact your local Cooperative Extension Service office for information on training your animal. Go to libraries and bookstores for other references. Study this material and prepare a report which tells the methods you will use to achieve the desired behavior in your animal. Your report should follow established format, and should not be less than three pages long.

4. Using your training schedule, work with your animal for four months to a year, until you have a beautifully trained animal!

5. Keep a daily log of your progress in this contract. Note the hours you worked, what you did to train your animal, and how you succeeded (or didn't succeed). Make it short and sweet, but have an entry for every training day.

6. Turn in monthly progress sheets with all requirements attached.

7. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet 1: Turn in requirements 3, 4, 5
For Progress Sheet 2: Turn in requirements 4, 5
For Progress Sheet 3: Turn in requirements 4, 5
For Progress Sheet 4: Turn in requirements 4, 5
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days  ( ) 3 weeks
( ) 1 week  ( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________________
Date: ____________________________

To be completed by supervisor:

I agree to assist ____________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________________
Date: ____________________________

To be completed by advisor:

Term of contract ________________ Attempted credit ________________
Credit granted ________________
Date to begin ________________ Completion date ________________
Reporting dates ________________________________
Comments ________________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________
Date: ____________________________

19-5

128
ABOUT WRITING THAT REPORT

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks; or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(title page)  How to Write a Report
	by
	Linda Schultz
	October 10, 1978

(body)  sources

*Write names of sources like this:

   Put names of articles or magazines in " " and _______ names of books!
You can even make a fancy cover, if you like, but it's not necessary.
Do a good job! For further information, ask your advisor for the book called
How to Write Your Term Paper. It has lots of helpful information.

19-6
Progress Sheet 1

This sheet should be mailed to your Advisor on ________.

Name: __________________________

Address: _________________________

1. This progress sheet covers the first month of the contract: ________.

2. Attach your completed report to this sheet. (Requirement 3.)

3. Attach your log of this month's work to this sheet.

4. Summarize your month's work:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

(Student's signature)

5. I certify that the above is an accurate and correct account of ____________ progress in this contract situation.

(Supervisor's signature)

19-7
Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ____________________________

Address: __________________________

1. This progress sheet covers the second month of the contract: ____________

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work:

   ____________________________
   ____________________________
   ____________________________
   ____________________________

   ____________________________

   (Student's signature)

4. I certify that the above is an accurate and correct account of ____________ progress in this student's contract situation.

   ____________________________

   (Supervisor's signature)
Progress Sheet 3
This sheet should be mailed to your Advisor on ____________

Name: ____________________________

Address: ____________________________

1. This progress sheet covers the third month of the contract: ____________ to ____________.

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work: __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

   (Student's signature)

4. I certify that the above is an accurate and correct account of ______________ progress in student's this contract situation.

   (Supervisor's signature)
C/S Contract 19

Progress Sheet

This sheet should be mailed to your Advisor on ____________

Name: __________________________________________

Address: _________________________________________

1. This progress sheet covers the ____ month of the contract: ____________________________ to ____________________________

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work: ______________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

(Student's signature)

4. I certify that the above is an accurate and correct account of __________ progress in student's this contract situation.

(Supervisor's signature)
Progress Sheet

This sheet should be mailed to your Advisor on

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the last month of the contract: ________________________________

2. Attach your log of this month's work to this sheet.

3. Summarize your work on this contract. Evaluate your effectiveness as a trainer. How would you grade yourself?

______________________________

4. Supervisor's evaluation of student progress: ________________________________

______________________________

I certify that the above is an accurate and correct account of progress in this student's contract situation.

(Supervisor's signature) ________________________________

19-11
Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope.
WORK EXPERIENCE

Name of Student ___________________________ Age ______ Date ______

Address __________________________________ Telephone __________________

My job is: ____________________________________ Firm name, address, ______

Telephone: ____________________

My Supervisor for this contract is

(This person should be your employer, if at all possible)

Place of Business: ____________________________

Telephone: ____________________

Supervisor's qualifications:

Contract Goal: The student will become proficient in the skills necessary
to perform the job at which he/she is gaining work experience or is
employed.

Contract Objectives:

A. To complete this contract you and your supervisor must list the skills
you are to master to satisfactorily perform your job. Some examples
of skills are: making correct change, operating a cash register,
taking inventory, operating a gas pump, etc. There is room for 15
skills; you may have more or less than this.

1. ____________________ 2. ____________________ 3. ____________________
4. ____________________ 5. ____________________ 6. ____________________
7. ____________________ 8. ____________________ 9. ____________________
10. ____________________
B. With your supervisor's help, you must master each skill by the time this contract is completed.

C. You must perform each skill as a part of your job under a variety of conditions, to the supervisor's satisfaction.

D. You must work a total of 160 hours at your specific job with a period of four months.

Contract Requirements:

1. Keep a daily log or journal of the progress you make on your contract objectives. This could be an anecdotal report of not more than two paragraphs for each work session. Report your tasks, the skills on which you worked, and your general experiences.

2. Turn in one completed progress sheet every four weeks, at the times specified. Attach the daily log for that time period.

To be completed by student:

Mail from Juneau C/S usually reaches me within:

☐ Several days  ☐ 3 weeks

☐ 1 week  ☐ longer (explain: ____________)

☐ 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner:

Signed: ____________________________

Date: ____________________________

To be completed by supervisor:

I agree to assist ____________ in the satisfactory completion of this contract, and will help him/her to abide its rules and objectives.

Signed: ____________________________

Date: ____________________________
To be completed by advisor:

Term of contract: ______________________ Attempted credit ______
Credit granted ______

Date to begin: ____________ Completion Date: ______________
Reporting dates: __________________________________________
Comments: ________________________________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________
Date: _____________________________
C/S Contract 20

Progress Sheet 1

This sheet should be mailed to your Advisor on ________________.

Name: ___________________________________________

Address: _________________________________________

1. This project sheet covers the first month of the contract, to ____________________________.

2. My work schedule for this month was:

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<th>M</th>
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<th>W</th>
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</table>

Directions: Put date in upper △. Put hours worked in lower △.

3. The skills I have learned or practiced this month are:

A. ___________________________________________

B. ___________________________________________

C. ___________________________________________

D. ___________________________________________

E. ___________________________________________

20-5
4. My log for this month is attached. (Student's Signature)

5. I certify that the above is an accurate and correct account of __________________________ progress in this contract situation.

(student)

(Employer's Signature)
Progress Sheet 2

This sheet should be mailed to your Advisor on

Name: ____________________________
Address: __________________________

1. This project sheet covers the first month of the contract, from __________ to __________.

2. My work schedule for this month was:

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
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<th>W</th>
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</tbody>
</table>

Directions: Put date in upper □. Put hours worked in lower □.

3. The skills I have learned or practiced this month are:
   A. ____________________________
   B. ____________________________
   C. ____________________________
   D. ____________________________
   E. ____________________________
4. My log for this month is attached. __________________ (Student's Signature)

5. I certify that the above is an accurate and correct amount of __________________ progress in this contract situation. __________________ (Student)

____________________ (Employer's Signature)
This sheet should be mailed to your Advisor on ________________

1. This project sheet covers the first month of the contract, to ________________

2. My work schedule for this month was:

   Month: ________________

   Directions: Put date in upper △. Put hours worked in lower △.

3. The skills I have learned or practiced this month are:

   A. ____________________________________________
   B. ____________________________________________
   C. ____________________________________________
   D. ____________________________________________
   E. ____________________________________________
4. My log for this month is attached. (Student's Signature)

5. I certify that the above is an accurate and correct account of ___________ progress in this contract situation. (Student)

(Employer's Signature)
Progress Sheet 4

This sheet should be mailed to your Advisor on ________________

Name: ________________________________

Address: __________________________________________

1. This project sheet covers the first month of the contract, __________________ to ________________.

2. My work schedule for this month was:

Month:

Directions: Put date in upper △. Put hours worked in lower △.

3. The skills I have learned or practiced this month are:

A. ________________________________

B. ________________________________

C. ________________________________

D. ________________________________

E. ________________________________

4. My log for this month is attached. 20-11 (Student's Signature)
5. **Student's evaluation of job progress during contracted time:**
   (Be specific)

6. **Supervisor's evaluation of job performance and progress during contracted time:**

7. I certify that the above is an accurate and correct account of performance in this contract situation.

   (student)

   Employer's (Supervisor's) Signature: 20-12

   **146**
PACKING LIST - C/S CONTRACT 21

CORRESPONDENCE STUDY

Computer Skills

___ C/S CONTRACT 21

For Goal A:

* Communicating with the Computer, Introductory Experiences, BASIC
  ___ 1 package (50 sheets) of 5mm. graph paper

For Goal B:

* Computer Programming in the BASIC Language
  ___ "Solution Key for Chapter Exercises"

___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 21  

COMPUTER SKILLS

Name of student ____________________________  Age _____  Date ______

Address __________________________________  Telephone ____________

My Supervisor for this contract is __________________________

Address __________________________________

Telephone ________________________________

Contract Goal: (Choose Goal A or Goal B)

A. The student will become familiar with BASIC computer programming language and will be able to write appropriate programs in BASIC. (This goal is for those students who do not have access to a computer terminal. A calculator would be helpful.)

B. Same as A, but the student will run all programs on a computer. (This goal is for those students who have access to a computer terminal.)

Contract Objectives: (For Goal A and Goal B) The student will:

1. demonstrate an ability to translate mathematical expressions and English instructions into BASIC language.

2. demonstrate an ability to read and write BASIC notation, operators, language statements, and commands.

3. construct flow charts to solve problems.

4. write BASIC programs using any or all of the following statements: LIST, LET, INPUT, READ, DATA, PRINT, IF-THEN,
GO TO, DIM.

5. write programs using counting, nested, and FOR-NEXT loops.

6. write programs accumulating sums and/or products of numbers.

7. write programs using subscripted variables.

Contract Requirements:

1. Choose either Goal A or B. (Goal B is available only to those students who have access to a computer terminal.)

   My choice is:  
   [ ] Goal A.
   [ ] Goal B. I have access to the computer terminal at ____________. 

2. For Goal A:

   Read and study the enclosed text, Communicating with the Computer: Introductory Experiences, BASIC, by Jacobs, French, Moulds, and Schuchman. This is a programmed text. The student should use paper and pencil to answer all questions and work all exercises as he/she comes to them. (DO NOT WRITE IN THE TEXT, PLEASE.) The answers will then be found on the next page of the book for the student to check his/her own work.

   After each "Topic" in the text, there is a Problem Set. The following problems are to be done in each set. These are minimum requirements; the student may do more problems if he/she chooses. These problems will be evaluated by your advisor. If you do not have access to a computer, then you cannot "process" the programs on a computer. Instead, determine what the output would be by using a calculator or paper and pencil calculations and following exactly the steps in the program. Use graph paper for coding forms.

<table>
<thead>
<tr>
<th>Problem Set</th>
<th>Page #</th>
<th>Problems to be turned in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>p. 12</td>
<td>2, 5, 6, 7, 10</td>
</tr>
<tr>
<td>2</td>
<td>p. 43</td>
<td>1-20, 23</td>
</tr>
<tr>
<td>3</td>
<td>p. 59</td>
<td>1-12, 13a, 14</td>
</tr>
<tr>
<td>4</td>
<td>p. 76</td>
<td>1-6, 7a &amp; b</td>
</tr>
<tr>
<td>5</td>
<td>p. 95</td>
<td>1-5, 6b, 7b, 8, 10</td>
</tr>
<tr>
<td>6</td>
<td>p. 118</td>
<td>1-13, 16, 19, 20</td>
</tr>
<tr>
<td>7</td>
<td>p. 145</td>
<td>1-23, 24a, 25a, 27, 28</td>
</tr>
<tr>
<td>8</td>
<td>p. 178</td>
<td>1-5, 6a, 6b, 7, 8, 10, 12</td>
</tr>
<tr>
<td>9</td>
<td>p. 192</td>
<td>1, 2a, 3, 4a, 5a, 7, 8a, 11</td>
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<td>21-3</td>
</tr>
</tbody>
</table>

149
3. For Goal B:

Read and study the enclosed text, Computer Programming in the BASIC Language by Neal Golden. Using paper and pencil, the student should complete all exercises after each section. (DO NOT WRITE IN THE TEXT.) Then, check the answers to the exercises using the "Solution Key For Chapter Exercises." The Chapter Reviews should also be done.

At the end of each chapter in the text there are "Rounds," or Programs for Student Assignment. The following problems are to be done in each "Round." Read the "General Instructions" for each Round carefully before attempting the problems.

<table>
<thead>
<tr>
<th>Round #</th>
<th>Page #</th>
<th>Problems to be turned in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round One</td>
<td>p. 27</td>
<td>1, 2, 6, 9, 11, 13, 16, 18</td>
</tr>
<tr>
<td>Round Two</td>
<td>p. 62</td>
<td>1, 3, 4, 7, 8, 14, 18, 19</td>
</tr>
<tr>
<td>Round Three</td>
<td>p. 92</td>
<td>2, 4, 10, 12, 14, 17, 19, 21</td>
</tr>
<tr>
<td>Round Four</td>
<td>p. 133</td>
<td>3, 10, 12, 13, 18, 19, 23, 25</td>
</tr>
<tr>
<td>Round Five</td>
<td>p. 168</td>
<td>1, 2, 3, 4, 6, 12, 14, 16, 17</td>
</tr>
</tbody>
</table>

All programs must be run on a computer, and the computer printout must be submitted for evaluation. Three sets of data must be used for each program. These problems will be evaluated by your advisor. These are minimum requirements; the student may do more problems if he/she chooses. Students who have a math background in geometry, algebra two, or advanced mathematics are encouraged to try programs in those sections of the Rounds. Also, Chapter 6 on "Matrices" and Chapter 7 on "Additional Features of BASIC" are optional. Extra credit will be granted to any student who completes programs from these chapters.

21-4
4. Turn in a monthly progress sheet at times specified, with all requirements attached.

5. Complete all objectives to your advisor's satisfaction.

**Contract Timeline:**

- **For Progress Sheet 1:**
  - Complete A Problem Sets 1-6
  - B Rounds One & Two programs
  - (six weeks)

- **For Progress Sheet 2:**
  - Complete A Problem Sets 7-11
  - B Round Three programs
  - (four weeks)

- **For Progress Sheet 3:**
  - Complete A Problem Sets 12-14
  - B Round Four programs
  - (four weeks)

- **For Progress Sheet 4:**
  - Complete A Problem Sets 15-17
  - B Round Five programs
  - (four weeks)

**To be completed by student:**

Mail from Juneau C/S usually reaches me within:

( ) several days  ( ) 3 weeks

( ) 1 week  ( ) longer (explain:)

( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________________

Date: ____________________________

**To be completed by supervisor:**

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________________

Date: ____________________________
To be completed by Advisor:

Term of contract ___________ Attempted credit ________

Credit granted ____________

Date to begin _______________ Completion date ______

Reporting dates __________________________________

Comments ________________________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: _______________________

Date: _________________________
Progress Sheet 1

This sheet should be mailed to your Advisor on ________

Name: ________________________________

Address: ______________________________

1. This progress sheet covers the first six weeks of the contract: ________ to ________.

2. Attach your completed Problem Sets 1-6 (for Goal A) or Rounds One and Two programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: ____________________________________________

___________________________________________

(Student's signature)

4. I certify that the above is an accurate and correct account of ________ progress in this contract student's situation.

___________________________________________

(Supervisor's signature)
C/S Contract 21

COMPUTER SKILLS

Progress Sheet 2

This sheet should be mailed to your Advisor on ________.

Name: ____________________________

Address: __________________________

1. This progress sheet covers the second four weeks of the contract: ___________ to ___________.

2. Attach your completed Problem Sets 7-11 (for Goal A) or Round Three programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: __________________________________________

________________________
(Student's signature)

4. I certify that the above is an accurate and correct account of ________________ progress in this contract student's situation.

________________________
(Supervisor's signature)
C/S Contract 21

COMPUTER SKILLS

Progress Sheet 3

This sheet should be mailed to your Advisor on __________

Name: ____________________________________________

Address: __________________________________________

1. This progress sheet covers the third four weeks of the contract: ____________ to ____________.

2. Attach your completed Problem Sets 12-14 (for Goal A) or Round Four programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: ____________________________________________

(Student's signature)

4. I certify that the above is an accurate and correct account of ____________ progress in this contract situation.

(Supervisor's signature)

21-9
C/S Contract 21

Progress Sheet 4

This sheet should be mailed to your Advisor on ____________

Name: __________________________________________

Address: ________________________________________

1. This progress sheet covers the fourth four weeks of the contract: _____________ to _____________.

2. Attached your completed Problem Sets 15-17 (for Goal A) or Round Five programs (for Goal B) to this sheet.

3. Evaluate your progress in this contract situation: ______

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

(Student's signature)

4. Supervisor's evaluation of student progress: ______

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I certify that the above is an accurate and correct account of _____________ progress in this contract situation.

(Supervisor's signature)

21-19

156
Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
C/S Contract 22  
BUDGET AND FAMILY FINANCE

Name of Student________________________ Age____ Date____

Address________________________ Telephone________________________

My Supervisor for this contract is________________________

Address________________________ Telephone________________________

Contract Goal: The student will research at least four areas of personal or family finance and will complete appropriate projects for each.

Contract Objectives: (Choose 4 areas)

A. Money Management: The student will:
   1. demonstrate a knowledge of appropriate decision-making skills relating to financial matters.
   2. prepare, balance, and adjust budgets.

B. Credit: The student will:
   1. demonstrate an understanding of the following types of credit: credit cards, charge accounts, installment plans, and loans.
   2. investigate and "shop for" different types of credit to determine the best buy.
C. Managing Housing-Money: The student will:
   1. demonstrate an awareness of the different types of housing available and costs, advantages, and disadvantages of each.
   2. research methods of financing a house purchase and obtaining homeowner's insurance.

D. Managing Other Household Expenses (Transportation, Food, and Clothing): The student will:
   1. "shop for" a car to find the best buy, ways to finance it, cost of insurance, etc.
   2. plan a wardrobe within a budget.
   3. "shop for" groceries to find the best prices at two or more different stores.

E. Protection through Insurance: The student will:
   1. determine what types of insurance are needed for his/her family.
   2. "shop for" life, medical, and property insurance to determine the best buys.

F. Banking: The student will:
   1. "shop for" the best buys in savings accounts.
   2. "open" and "operate" a checking account (real or imaginary) for a month.
   3. apply for a loan from a bank.

G. Investments: The student will:
   1. investigate different types of investments to determine the advantages and disadvantages of each.
   2. "invest" money in several areas such as stocks, bonds, real estate, etc. and "follow" this "investment" for a month to determine the gain or loss.

H. Taxation: The student will:
   1. investigate the different forms of taxation such as income tax, sales tax, property tax, and social security tax to determine how much money is taken by taxes and where the money is used.
2. Complete federal and state income tax forms.

Contract Requirements:

1. Place an "X" in the box beside each of the four areas you will study. The student will complete all of the project(s) and/or report(s) listed beneath each objective to demonstrate that he/she has mastered it. If you have an idea for a project you would like to do and it is not included in any of these areas of study, describe it in the space provided on page 22-9, #2. It must be approved by your advisor.

The text Personal Finance for Consumers is enclosed to be read and used as a reference source. The student will read the chapters that pertain to his/her chosen areas of study. Other sources may be available from the C/S library or your advisor. You may also use personal interviews as references. For the reports, follow the guidelines in "About Writing That Report" found in this contract.

☐ A. Money Management:

Read chapters 1 and 2 in the text. Discuss the questions on page 13 and page 34 with your supervisor.

Following your family's lifestyle or choosing a lifestyle you would like to follow, prepare a monthly budget to fit that lifestyle. You will need to make some decisions about what things are important to you. If you choose to follow your family's lifestyle, then plan your budget using the family income, members in the family, regular expenses, etc. If you choose a lifestyle you would like to have in the future, then choose an occupation and assume a reasonable income from that occupation. Determine how many members will be in your family, what their expenses will be, etc. Be sure to budget for expenses such as housing, food, utilities, transportation, clothing, medical expenses, recreation, savings, charity contributions, regular charge account debts, etc. You may use "The Family Money Manager" as a reference or worksheet. Supplement your budget with a report explaining the details of your lifestyle including a salary, a breakdown of budget categories, etc. Explain why you chose this particular lifestyle and what items you had to leave out.
Now, follow your budget for a month by keeping a record of actual income and expenses (or imaginary, if you choose a future lifestyle). You may use worksheets like those found in your worksheet booklet accompanying your text. Then, compare your actual spending for the month to your budget. If necessary, make adjustments in your budget for next month to accommodate actual spending. Finally, estimate your yearly budget in each category by multiplying your monthly budget by twelve.

B. Credit:

Read chapter 3 in the text and discuss the questions on pages 57-58 with your supervisor.

Prepare a report explaining the different types of consumer credit available. Include information on the similarities and differences of the types of credit, requirements for application, interest charges, etc. Include charge accounts (open and revolving), installment accounts, bank credit cards, cash loans (from a bank or other lending institution), credit unions, etc. Be sure to include a list of references used for your report.

Then, choose a large item you would like to buy (appliance, furniture, TV, etc.) and "shop for" credit in at least 3 places. Investigate store charge accounts, bank credit cards, etc. Determine which type of credit would be the "best buy" for your purchase. Or, if you prefer, assume you want to borrow an amount of money (over $500) and shop for the best loan. In either case, try to interview credit managers or loan officers of the various institutions in person or by letter. Include all interviews in your report and list all institutions or agencies where you investigated credit. Report on the total cost of your item or loan, including finance charges, monthly payments, etc.

C. Managing Housing Money:

Read chapter 5 in the text and discuss the questions on pages 94-95 with your supervisor.

Prepare a report on the different types of housing available in your area and the advantages and disadvantages of each, including cost. Be sure to include such types as single-family housing, apartments, etc.
Choose the type of housing which would be best suited to your lifestyle (either real or imaginary) and explain why. Would it be better for you to buy or rent? Remember that cost is not the only factor in your choice.

Next, "choose" a house you would like to buy, either new or used. Preferably, investigate a house in your area that is for sale. Talk to the realtor to find out the cost, features of the house, "hidden" costs in the purchase, etc. Now, "finance" the house. Determine which method of financing is best for you: conventional loan, FHA loan, or VA loan. Talk to the loan officer to find out the interest on the loan, closing costs of purchasing the house, down payment required, etc. Closing costs might include surveying the land, appraising the house, etc. How much would the monthly payments be for a 25-year mortgage? How much interest would be paid over 25 years? Also, you will need to purchase homeowner's insurance. Why types of coverage do you need? How much will it cost? Will it be added to your monthly house payment? How much will your property taxes be and will these be included in your monthly payments? Include answers to all of the above questions in your report. If possible, also include a picture of the house you are "purchasing."

D. Managing Other Household Expenses (Transportation, Food, and Clothing): (Do all three of the projects listed below.)

Read chapters 6, 7 and 8 in your text and discuss the questions on page 112, page 135 and page 151 with your supervisor.

Choose a car you would like to buy that is best suited to your needs. It may be new or used. "Shop" for the best deal on your choice of car. Determine the total cost of the car (including sales tax, dealer preparation, and transportation costs on a new car. Will you trade in your old car, or pay a down payment? Then shop for financing. Determine the total cost of financing and monthly payments. Also, you will need insurance. Shop for the best insurance buy. What types of coverage do you need? How much will it cost? Also, budget for your monthly operating costs of owning the car. Include gasoline, oil, and regular maintenance expenses for a year.
Plan your clothing needs for the next six months. Be sure to make an inventory of the wearable clothing you have on hand. Remember to consider the season of the year and your lifestyle in planning the additional clothing you will need. Calculate the approximate cost of the new clothing needed. (You may use a catalog to order from, if you wish. You may want to include pictures of the clothes you choose.) Don't forget to include underwear, shoes, accessories, coats, etc.

Make a grocery list of at least twenty-five items. Be sure to include meat and staples such as bread, milk, fruits, etc. Now, "shop" for your items in two different stores. Was one store generally less expensive than the other? Were certain items higher in one store, while other items were higher in another? Were some items on "special"? List other methods of saving on food shopping.

□ E. Protection Through Insurance:

Read chapter 9 and pages 176-181 in chapter 10 of your text. Discuss the questions on page 170 with your supervisor.

Prepare a report on the different types of insurance available (life, health, property, etc.) and the advantages and disadvantages of each. Be sure to include different types of insurance available in a category, such as life insurance. Which types of insurance would be necessary for you and your family?

"Shop for" the best buys in life insurance, medical insurance, and property insurance for your family. Remember that there are other things to consider besides cost. If possible, talk to several insurance agents and compare different plans available.

□ F. Banking:

Read the "Short Course on Money Handling, Lesson Three."

Prepare a report on the different types of savings accounts available. Include commercial banks, savings and loan associations, time certificates, etc. List the advantages and disadvantages of each, including interest earned and any restrictions. Decide how much money you want to put into savings, find the best savings plan for you, and determine how much interest you would earn on that amount in one year.
Shop for the "best buy" in a checking account. Then open a checking account (real or imaginary) and keep a record of all checks written for a month. Be sure to balance your account with your statement at the end of the month. You may use the "Short Course on Money Handling, Lesson Three" as a reference or to help you "shop for" the best buy, etc. You are not required to complete all the worksheets in the booklet. Blank forms should be obtained from a bank if you do not open a real account.

"Apply" for a loan from a bank. Complete an application form. You may use real information for your own family, or make up a lifestyle you would like to have in the future and use imaginary information to fit that lifestyle. Then, assuming you are approved to receive the loan, find out how much the monthly payments, the interest rate, and the total interest costs will be.

G. Investments:

Read chapter 11, pages 198-211 in the text and discuss questions 1-17 on page 216 with your supervisor.

Prepare a report on the different types of investments available. Include savings accounts, stocks, bonds, mutual funds, real estate. List advantages and disadvantages of each. Be sure to include how you purchase the investment and how you earn money from it.

Choose two or three areas in which to invest a given amount of money. Choose from stocks, bonds, savings accounts, or real estate. "Follow" your investment for a month to determine your gain or loss. Compare the gain or loss for each type of investment.

H. Taxation:

Read chapter 15 in the text and discuss the questions on page 287 with your supervisor.

Prepare a report on the different kinds of taxes which your family pays. Include income tax (federal and state), sales tax, property tax, social security tax, excise tax, gas tax, etc. Determine what percentage of the family's income is taken by each type of tax. Discuss ways in which your tax dollars are spent.
Obtain copies of the federal and state income tax forms and instructions for the current year. Either use your family's current situation to complete the tax forms or prepare the tax forms for an imaginary situation for your chosen lifestyle. You must choose whether or not itemizing deductions is to your advantage. Submit your completed tax returns with all pertinent background information to your advisor.

2. If you choose to do a project other than those specified above, check here, list the area of study, and describe your project in detail below. Use an additional sheet, if necessary.

3. Turn in a monthly progress sheet and the report(s) and/or project(s) specified for the area of study at the specified times.

4. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet 1: One area of study and report/project (one month)

For Progress Sheet 2: Second area of study and report/project (one month)

For Progress Sheet 3: Third area of study and report/project (one month)

For Progress Sheet 4: Fourth area of study and report/project (one month)
To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days    ( ) 3 weeks
( ) 1 week        ( ) longer (explain:)
( ) 2 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: _____________________________
Date: _____________________________

To be completed by supervisor:

I agree to assist in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: _____________________________
Date: _____________________________

To be completed by advisor:

Term of contract: ___________________________ Attempted credit: ___________________________
Credit granted: ___________________________
Date to begin: ___________________________ Completion date: ___________________________
Reporting dates: ___________________________
Comments: ___________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: _____________________________
Date: _____________________________

22-10
ABOUT WRITING THAT REPORT...

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft. Following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:

(title page) How to Write a Report by Linda Schultz
October 10, 1972

(body)

(source page)

Write names of sources like this:

Put names of articles or magazines in " " and _______ names of books!
You can even make a fancy cover, if you like, but it's not necessary.

Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

22-11
Progress Sheet 1

This sheet should be mailed to your Advisor on ______

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the first month of the contract: ___________________ to ___________________.

2. The area I have studied this month is ___________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ___________________.

__________________________
(Student's signature)

5. I certify that the above is an accurate and correct account of student's progress in this contract situation.

__________________________
(Supervisor's signature)

22-12
Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ____________________________

Address: __________________________

1. This progress sheet covers the second month of the contract: ______________________ to ______________________.

2. The area I have studied this month is ______________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ______________________

   ______________________
   ______________________
   ______________________

   (Student's signature)

5. I certify that the above is an accurate and correct account of ______________________ progress in this contract situation.

   (Supervisor's signature)
1. This progress sheet covers the third month of the contract: __________ to __________.

2. The area I have studied this month is __________________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ________________________________

5. I certify that the above is an accurate and correct account of progress in this contract situation.

(Student's signature)

(Supervisor's signature)
Progress Sheet 4

This sheet should be mailed to your Advisor on ____________

Name: ____________________________

Address: __________________________

1. This progress sheet covers the fourth month of the contract: to ____________

2. The area I have studied this month is ____________

3. Attach your completed report and/or project to this progress sheet.

4. Comment on your progress in this contract situation and any difficulties you may have had:

5. Supervisor's evaluation of student progress:

6. I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Student's signature)

(Supervisor's signature)

22-15
PACKING LIST - C/S CONTRACT 26

C/S Contract 26

* Jeppesen Mach I Private Pilot Course
  5 return envelopes
  4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.
State of Alaska  
Department of Education  
Correspondence Study  
Pouch GA  
Juneau, Alaska 99811  
Telephone (907)465-2835

C/S Contract 26  
JEPPESEN GROUND TRAINING

Name of Student_________________  Age____  Date____

Address_________________  Telephone____

My Supervisor for this contract is_________________  
Address_________________  Telephone____

Contract Goal: The student will be prepared to take the FAA private pilot certification exam.

Contract Objectives: The student will:

1. satisfactorily complete the Jeppesen private pilot course.
2. satisfactorily pass the private pilot final examination.
3. (optional) pass the FAA private pilot certification exam.

Contract Requirements:

1. Work through and study carefully the private pilot course which is provided for you. Follow the timeline which has been set up for you. You should complete this course in the semester's time, but may work faster and turn it in sooner, if necessary.

2. Satisfactorily pass the private pilot final examination. This exam is very similar to the FAA exam you must pass to get your private pilot license. There are two exams—A and B. Your supervisor must administer the test, and
your advisor will correct it. If you don't pass the A test, you will be instructed to take the B test.

3. (Optional) Present evidence that you have taken and passed your FAA private pilot examination.

4. Turn in a progress sheet with all requirements at the required times (or sooner).

5. Complete all objectives to your advisor's satisfaction.

**Contract Timeline**

<table>
<thead>
<tr>
<th>For Progress Sheet</th>
<th>Complete chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (1 month)</td>
<td>1-4</td>
</tr>
<tr>
<td>2 (1 month)</td>
<td>5-7</td>
</tr>
<tr>
<td>3 (1 month)</td>
<td>8-11</td>
</tr>
<tr>
<td>4 (1 month)</td>
<td>12-14</td>
</tr>
<tr>
<td>5 (2 weeks)</td>
<td>Private Pilot Final Examination A</td>
</tr>
</tbody>
</table>

**To be completed by student:**

Mail from Juneau C/S usually reaches me within:

( ) several days  ( ) 3 weeks

( ) 1 week  ( ) longer (explain:)

( ) 3 weeks

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: __________________________

Date: __________________________

**To be completed by supervisor:**

I agree to assist __________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: __________________________

Date: __________________________

26-3
To be completed by advisor:

Term of contract _______________ Attempted credit ______

Credit granted _______________

Date to begin _______________ Completion date ______

Reporting dates _______________

Comments ____________________________

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________

Date: ____________________________
1. This progress sheet covers the first month of the contract: ____________ to _____________.
   You should have completed chapters 1-4 of your course.

2. The following questions have been taken from your work in chapters 1-4. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

   1. The purpose of the trim tab is to relieve control ____________ and assist in keeping the airplane in the desired attitude.

   2. When in a turn or a pullout from a dive, the load factor will ____________ due to centrifugal force.

   3. The rate of climb is measured in hundreds of ____________ per minute.

   4. The heading indicator supplements the ____________ compass which is difficult to read in turbulent air.

   5. The attitude indicator shows at a glance the actual ____________ of the airplane.

   6. During takeoffs at lower elevations, the mixture control is set to the ____________ position.

   7. A reduction in manifold pressure or r.p.m. will reduce engine ____________.

   8. The point at which the airplane would balance if it were suspended at that point is called the ____________ of ____________.
9. The best rate-of-climb speed provides the greatest ratio of lift to _____________.

10. The preflight inspection is performed prior to each flight to ensure _________________.

11. The glide toward an intended landing point is called the _________________.

12. The airplane's direction and altitude are maintained by controlling nose and wing position in reference to the natural horizon. This is called _________________.

13. An alternating white and green rotating beacon is associated with a land airport equipped with _________________.

14. The blue lights on a lighted airport designate the _________________.

15. The FAA visual approach slope indicator is abbreviated _________________.

16. On the takeoff, wake turbulence is greatest just at _________________. because the airspeed is slowest at this time.

17. When taking off after a landing yet, the pilot should lift off _________________. the touchdown point of the jet.

18. If crossing behind and near a large aircraft, the small aircraft should fly at a _________________. altitude.

19. Carburetor heat can be used to _________________. or clear the icing condition.

20. Aviation gasoline is classified by _________________. rating.

3. Discuss what you have learned about the parts of a typical flight, which you read about in Chapter 3. _________________.

________________________
________________________
________________________
________________________
________________________

26-6
4. I certify that the above is an accurate and correct account of ________ progress in student's this contract situation.

(Student's signature)

(Supervisor's signature)
Progress Sheet 2

This sheet should be mailed to your Advisor on _______.

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the second month of the contract.

You should have completed chapters 5–7 of your course.

2. The following questions have been taken from your work in chapters 5–7. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

1. The most important portion of the frequency spectrum for the private pilot is the ______ WHP) band.

2. One thousand cycles per second = one ________

3. Although VHF and UHF frequencies provide the best interference-free reception, they are limited to ________.

4. Most airborne radios consist of a _______ receiver, antenna, _______ and speaker or headset.

5. The control of all traffic within the airport traffic area is the responsibility of the ________.

6. One of the most important communications facilities for the VFR pilot is the ________ (FSS).

7. At airports without control towers or flight service stations, the pilot can receive airport _______ pertaining to wind direction and velocity, runway in use, and known traffic in the area on _______.

26-8
8. The bottom of the air ocean is the earth's surface. It is at sea level that the greatest air ________ exists.

9. The uniform heating of the earth by the sun causes a __________ of the atmosphere.

10. In the northern hemisphere, wind flow or circulation around a high pressure area is always ________ and outward.

11. The normal decrease in temperature is approximately ________ Fahrenheit for each ________ feet.

12. All stations measuring pressure readings, regardless of station elevation, correct the pressure reading to ________

13. Relative humidity is the ratio of the amount of water vapor in the air to the amount which would be present if the air were ________.

14. An airmass is a body of air that has similar ________ throughout.

15. Stable air tends to remain at the same ________.

16. The two major classifications of clouds are ________ and ________.

17. When two airmasses of different characteristics come together a __________ is formed.

18. The most serious form of ice associated with aircraft is ________ ice.

19. Ice increases drag and reduces ________.

20. The pilot may be able to get out of the icing area by ________ or ________.

21. When a pilot encounters moderate or severe turbulence he should immediately reduce ________ to maneuvering ________.

22. This report M20 KN 50 OVC means ________
23. A student or private pilot must have at least a
class medical certificate.

24. Before flight in any aircraft, the pilot must perform
a thorough inspection.

25. Flight time used to meet the experience requirements
for a flight check must be shown by a reliable record,
usually a pilot's

26. To indicate engine speed in revolutions per minute,
each engine requires a

27. To maintain VFR in control zones, the pilot must have
at least statute miles visibility.

28. Cruising altitudes are always determined by magnetic

29. Along with the weather reports and forecasts, the pilot
in command must also determine the flight time and the
amount of required.

30. The aircraft or vessel which is being overtaken has the

(Student's signature)

3. I certify that the above is an accurate and correct account
of progress in this student's contract situation.

(Supervisor's signature)

26-10
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Progress Sheet 3

Name: __________________________________________

Address: ________________________________________

This sheet should be mailed to your Advisor on ____________

1. This progress sheet covers the third month of the contract:

You should have completed chapters 8-11 of your course.

2. The following questions have been taken from your work in chapters 8-11. Please review these chapters, then put all your materials away. Have your supervising monitor this test. Use no helps!

1. The process of navigating from one landmark to another by ground reference is called

2. To make navigation easier and safer, aviation is combined with

   and radio navigation.

3. Lines of _______ run east and west, lines of _______ run north and south.

4. The time denoted on flight plans is _______.

5. The charts most commonly used by private pilots are the___________.

6. The true course (TC) is the direction of the intended measured clockwise from true north.

7. In navigation, the direction of the course is measured in _______clockwise from _______.

8. A compass needle points to the _______ North Pole.

9. When wind correction is applied to a true course, the result must be spoken of in terms of true_________.

26-11
10. If deviation is applied to magnetic heading, the result is

11. The first step when using the wind component chart is to determine the _________ between the runway heading and wind direction.

12. At a speed of 150 mph, it will take _________ minutes to fly 200 miles.

13. Airways that are predicated on VOR navigation facilities are called _________ Airways.

14. Radio beams from a VOR station follow a _________ path.

15. The indications displayed by the navigation indicator are based on aircraft _________ and not heading.

16. When flying a VOR course, with course selector and heading indicator in general agreement, the needle is centered by flying _________ the needle.

17. Normal needle sensing should be used as much as practicable because it eliminates _________

18. On an ADF bearing indicator with a fixed azimuth card, the 0° index at the top represents the _________ of the aircraft.

19. A relative bearing is the direction from the _________ to the _________, measured clockwise from the nose.

20. Primary radar is used for airport surveillance to provide radar vectors and aircraft _________

21. The code to be used for VFR operations is _________

22. The code that denotes an emergency is _________

23. The Airman's Information Manual contains information about airports located within all states except _________ and _________

24. A pilot would find information concerning controlled and uncontrolled airspace in the chapter titled _________

25. AIP Part 4, Graphic Notices and Supplemental Data, contains three types of graphics of the busier terminals for use by _________ pilots.
3. I certify that the above is an accurate and correct account of student progress in this contract situation.

(Student's signature)

(Supervisor's signature)
This sheet should be mailed to your Advisor on __________

Name: JEPPESEA N GROUND TgATNING,e

Address: _____________________________

1. This progress sheet covers the fourth month of the contract: ____________________________

You should have completed chapters 12-14 of your course.

2. The following questions have been taken from your work in chapters 12-14. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

1. When an emergency occurs, the initial radio call should be made on the frequency being __________

2. This call should include airplane type and identification, position (estimated or actual), remaining onboard, nature of intentions and desired __________

3. The four C's a pilot in distress should remember are __________, __________, __________, and __________

4. The best way to avoid becoming lost is through good and __________ navigation.

5. Someone at the point of departure should be given the planned __________ since this information is necessary for search and rescue efforts.

6. Your chances of being found by search and rescue personnel will be increased by filing a __________

7. When flying over isolated or mountainous territory, it is always a good idea to carry a __________
8. A very important piece of survival equipment, located in every airplane, is an __________ (ELT).

9. If the engine fails in flight, the pilot should notify the nearest facility on __________ MHz, stating the emergency and airplane's __________.

10. When making a precautionary landing, turn off all __________, ignition and __________witches prior to touchdown.

11. Engine fires that occur when the aircraft is being started are usually caused by over __________ flooding the __________.

12. The only electrical power available when the generator or alternator fails is the __________.

13. The art of scanning involves a systematic search of a person's entire visual field by using both __________ and __________ movements.

14. The type of propeller that will maintain a selected engine speed by adjusting the blade angle is a __________ propeller.

15. The principal factor that determines the efficiency of a propeller is the blade's __________.

16. The correct procedure to use when increasing power is to first increase __________, then increase __________.

17. When feathering an engine, the propeller blade angle is changed to produce __________ drag.

18. The two basic types of retraction mechanisms used in a landing gear system are electrical and __________.

19. In an emergency situation, many retractable landing gear systems incorporate a __________ for a gear extension.

20. In the fuel injection system, the fuel is sprayed directly into the intake __________ of the engine.

21. The main components of the fuel injection system are a fuel injector, pump, a __________ to meter the fuel, and a __________ to distribute the fuel-air mixture.
22. An engine is leaned to insure a proper ratio for the existing conditions.

23. The turbocharger compressor receives energy from the engine's hot.

24. The function of the wastegate is to control the pressure.

25. Wastegate controllers are regulated by using engine pressure.

(Student's signature)

3. I certify that the above is an accurate and correct account of progress in this contract situation.

(Supervisor's signature)

26-16
This sheet should be mailed to your Advisor on ____________.

Name: ________________________

Address: ______________________

1. This progress sheet covers the last two weeks of the contract: ___________ to ___________.
   You should have reviewed the entire course and completed the private pilot final examination A.

2. Attach your private pilot examination A to this sheet.

3. Explain your plans for taking the FAA private pilot certification exam, or enclose verification that you have passed the exam.

Evaluate your progress in this course. Do you feel you have profited from it? How would you grade yourself?

(Student's signature)
5. Supervisor's evaluation of student progress:


I certify that the above is an accurate and correct account of student's progress in this contract situation.

(Supervisor's signature)