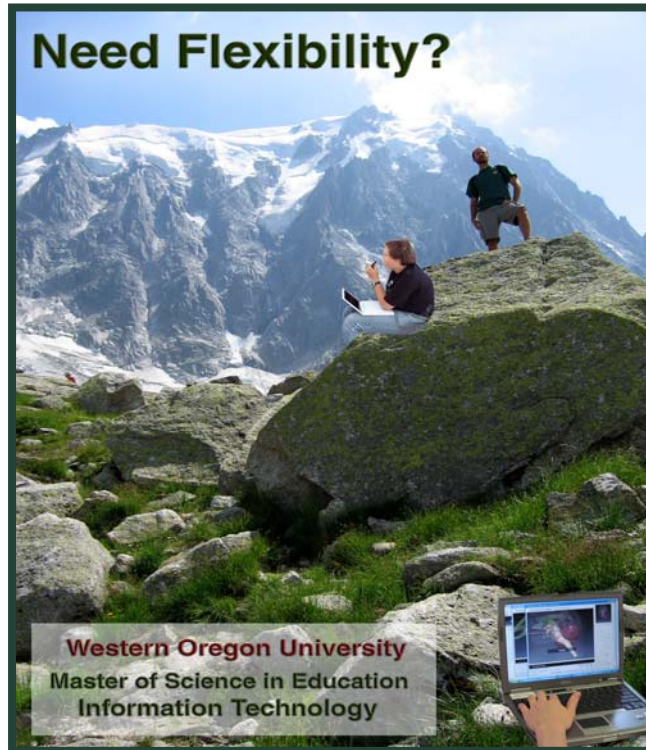


WESTERN OREGON  
UNIVERSITY

College of Education  
Master of Science in Education  
Information Technology



Application Advising Packet  
2009 - 2010

**Contact Information:**

Dr. Mary Bucy, MSED Coordinator Office: ED 202M 503-838-8794 Email: [bucym@wou.edu](mailto:bucym@wou.edu)  
Susan Griffin, DTE Advisor Office: ED 114B 503-838-8704 Email: [griffins@wou.edu](mailto:griffins@wou.edu)

**Fast track into the 21<sup>st</sup> Century  
with instructional and learning opportunities for today's students.**

**[www.wou.edu/msed-infotech](http://www.wou.edu/msed-infotech)**

Division of Teacher Education Adviser: 503-838-8704

# Welcome....

The program leading to the Master of Science in Education degree with a specialization in Information Technology is designed to develop skills that will enable students to competently integrate technology-based educational materials, evaluate communication techniques, select instructional technology materials, organize and manage information, and administer technology programs.

The program is designed to meet the needs of:

- K-12 teachers who wish to integrate technology in their classroom
- Educators in non k-12 settings who wish to use technology in their teaching
- People who wish to design technology-based educational materials
- Educators who wish to teach in an online environment
- Educators who wish to move into a position of technology leadership

Coursework will be offered in a variety of formats and will include classes that are online, face-to-face, campus-based, on-site, and hybrid, as well as weekend workshops and summer institutes. Application for this program is open; you may apply throughout the year. Courses are offered on a rotating basis so be sure to check the current term schedules for classes.

Courses will be taught by full-time faculty at Western Oregon University as well as by highly qualified adjuncts carefully selected to provide expertise in specific areas and to bring current perspectives from classroom teaching.

On behalf of our faculty and staff in the College of Education (COE) we want to make your admissions into Western Oregon University Graduate school and the MSED program in the COE as smooth as possible. You will find details on admission to Western and about this program included in this packet.

Important steps you need to complete to begin the MSED.

1. Complete the WOU Graduate Application process – required form titled: Application for Graduate/Post-Baccalaureate Admission (green form submitted to Lori Anderson located in the College of Education, ED 202).
2. Complete the Master of Science in Education Program Application and submit to Susan Griffin, the DTE Graduate Program Development Coordinator located in the COE.
3. Meet with Academic Advisor(s) to complete the Master of Science in Education Information Technology Program Plan form..
4. Read and sign the Professional Characteristics Demonstrated by a Master of Science in Education Candidate form. Submit signed form to Susan Griffin in COE.
5. Confirm your classes for your schedule!

*Enjoy your journey! Dr. Mary Bucy, MSED Coordinator*

**College of Education**  
**Division of Teacher Education**

**Admission requirements for Master of Science in Education**

**Applicants must submit both a WOU Graduate Admission form and a COE Master of Science in Education (MSED) Information Technology Application Form.**

**Getting admitted to Western Oregon University Graduate School**

- ❖ Completed [WOU Application for Graduate Admission form](#). Submit this form to the Graduate Office, Administration Building Room 202. Students must be admitted to the WOU Graduate School before being considered for admission to the MS Ed program. Submit **all** WOU Graduate School application materials to the Graduate Office at least one week prior to the program admission deadline.
- ❖ Sealed official transcripts from the university that granted your bachelor's degree and from all other institutions of higher education where you completed coursework. A GPA of 3.0 in the last 90 quarter hours (60 semester hours) of undergraduate or graduate coursework is required. Those with less than a 3.0 GPA can be admitted with MAT or GRE scores (see below for requirement).
- ❖ Miller Analogies Test (MAT) or Graduate Record Exam (GRE) score. If the applicant's GPA is 3.0 or higher, the test requirement is waived. If the GPA is less than 3.0, minimum required score for the (a) MAT: 395 or higher; (b) average score of 450 or higher on the Verbal and Quantitative **and** a 3.5 or higher on Analytical Writing.
- ❖ \$50 nonrefundable application fee

**Getting admitted to the MSED Information Technology Program**

- ❖ Applicants need to submit the following application materials:
  - \_\_\_\_\_ Complete the [MSED Information Technology Application Form](#) and;
  - \_\_\_\_\_ Read and sign the [Professional Characteristics Demonstrated by a Master of Science in Education Candidate](#) form, submit both signed forms to Susan Griffin in the COE, ED 114.

Admitted students need to meet with Dr. Mary Bucy for an advising session to complete the MSED Information Technology Program Plan document. **MSED program plans need to be signed and submitted to the WOU Graduate Office prior to the completion of your first term.**

If you have any questions regarding the application process please contact the College of Education.

**Contact Information:**

Dr. Mary Bucy, MSED Coordinator  
Office: ED 202M 503-838-8794  
Email: [bucym@wou.edu](mailto:bucym@wou.edu)

Susan Griffin,  
Office: ED 114B 503-838-8704  
Email: [griffins@wou.edu](mailto:griffins@wou.edu)

# Western Oregon University

## Information Technology

### Master of Science in Education - Program Application - Division of Teacher Education

Name: \_\_\_\_\_ V# \_\_\_\_\_

Address: \_\_\_\_\_  
Street/mailling address city state zip code

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Bachelor's Degree Information: \_\_\_\_\_  
Institution attended

Degree attained date degree obtained undergraduate GPA

<p>If you are currently what Oregon Teaching License do you hold?</p> <p>(mark all that apply):</p> <p><input type="checkbox"/> Initial Early Childhood</p> <p><input type="checkbox"/> Initial Elementary</p> <p><input type="checkbox"/> Initial Middle Level</p> <p><input type="checkbox"/> Initial High School</p> <p><input type="checkbox"/> Basic Elementary (Prior to January 1999)</p> <p><input type="checkbox"/> Basic Secondary (Prior to January 1999)</p> <p>Details on your current teaching position:</p> <p>Endorsement(s): _____</p> <p>Authorization(s): _____</p> <p>School District: _____</p> <p>School: _____</p>	<p>Course Delivery questions:</p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you hope to take classes during regular summer session?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you plan to participate in the Summer Institute – Summer 2009</p> <p><input type="checkbox"/> <input type="checkbox"/> During Terms (Fall, Win, Spr) are you willing &amp; able to take classes on campus from 4:30 to 7:15 pm?</p> <p><input type="checkbox"/> <input type="checkbox"/> During Terms (Fall, Win, Spr) are you willing &amp; able to take hybrid classes – online with one or two weekends on campus (Fri eve.– Sat on campus)</p> <p>Graduate Exams:</p> <p><input type="checkbox"/> Miller Analogy Test _____ Score received Date</p> <p><input type="checkbox"/> Graduate Record Exam _____ Score received Date</p> <p><input type="checkbox"/> Waived by GPA (3.00 GPA over last 90 quarter hours)</p>
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Previous Experience in Technology: \_\_\_\_\_

Career Goals: \_\_\_\_\_

List any graduate level course(s) that you have completed and would like to have considered for transfer to your MSED program. *Note: Only course work completed five years or less from your anticipated graduation date will be considered and no more than 15 hours of graduate work can be transferred in from another college or university.*

Course title	Credits received	Institution	Term/Year

To the best of my knowledge, the information on this application is accurate. Please sign below and submit to the College of Education Office, ED Room 202.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## MSED Information Technology

<b>Professional Core</b>	
ED 612	Quantitative Research in Education
ED 646	Philosophy of Education
PSY 620	Learning/Memory for Instruction
<b>Information Technology Core</b>	
ED 626	Instructional Design
LIB 680	Communication Theory
LIB 686	Emerging Information Technologies

<b>Content Electives</b> (21 hours of CSE courses or advisor-approved electives)	
<p><u>3-credit courses</u></p> <p>CSE 606 Special Independent Studies            CSE 507 Seminar            CSE 508 Workshop            CSE 610 Computers in Education            CSE 611 Information Literacy            CSE 612 Media Literacy            CSE 615 Designing Information            CSE 616 Designing Online Courses            CSE 619 Seminar: The Big Thinkers in Technology            CSE 620 Computers as Management Tool            CSE 624 Internet for Educators            CSE 625 Creating an Internet Website            CSE 626 Advanced Website Design            CSE 627 Web 2.0 Tools for Teaching &amp; Learning            CSE 628 GIS for Educators            CSE 650 Electronic Portfolios            CSE 660 Interactive Video            CSE 680 Integrating Computers into Curriculum            CSE 655 Internship in InfoTech            CSE 603 Professional Project</p>	<p><u>1-credit skills courses</u> (maximum 6 hours)</p> <p>CSE 670 Teaching Content with Technology: Math            CSE 671 Teaching Content with Technology: Science            CSE 672 Teaching Content with Technology: Social Studies            CSE 673 Teaching Content with Technology: Language Arts            CSE 674 Teaching Content with Technology: Health            CSE 675 Teaching Content with Technology: PE            CSE 676 Teaching Content with Technology: Music            CSE 677 Teaching Content with Technology: Art            CSE 678 Teaching Content with Technology: ESOL/Foreign Lang            CSE 681 Writing Grants for Technology            CSE 682 Facilitating Conversations: Teachers, Admin, Tech Supp.            CSE 683 Managing Technology in the Classroom            CSE 684 Creating Tutorials            CSE 685 Assessment Tools            CSE 686 Open-Source Tools for Teaching and Learning            CSE 687 Mobil Technologies in Education            CSE 690 Digital Photography/Photo Editing            CSE 691 Digital Storytelling            CSE 692 Learning Objects            CSE 693 Making Music with Digital Tools            CSE 694 Blogs in the Classroom            CSE 695 Collaborating with Wikis            CSE 696 Podcasts and Vodcasts            CSE 697 Power of RSS            CSE 699 Special Topics</p>
<p><b>Exit:</b> 6 hours of additional advisor-approved electives plus comprehensive exams  <b>OR</b> 6-9 hours of thesis, professional project, or field study</p>	
<b>Total: 45 credits</b>	

## MSED Information Technology Course Information

### Glossary of course prefixes:

- CSE, Computer Science Education
- ED, Education
- LIB, Library
- PSY, Psychology

**Course descriptions:** (Education core and Information Technology core classes only. Contact advisor for more information.)

**ED 612 Quantitative Research in Education** - Methods, techniques and tools of research. Develop a proposal for study and develop the criteria and methods for reading and evaluating research.

**ED 646 Philosophy of Education** - Study philosophical assumptions and their implications on the fundamental issues and practices of American education.

**PSY 620 Learning and Memory for Instruction** - Survey contemporary theories of learning and memory. Emphasis is on research involving cognitive, social, motivation and biological aspects of learning and memory. Applications focus on instructional settings.

**ED 626 Instructional Design** - The application of the instructional design approach to preparation of multimedia instructional products. Be guided through development of instructional materials, including application of the ID approach to the preparation of computer-based instruction.

**LIB 680 Communication Theory** - Examine theoretical models of communication and their application to various technologies of communication (e.g., print, video, motion picture film, etc.) to enhance training and instruction.

**LIB 686 Emerging Information Technology** - Study current and emerging information systems from a philosophical and practical perspective. Explore the origins, storage, transmission and retrieval of information, as well as the technologies that assist these activities.

**Note:** the courses below will be offered as electives that will fulfill the content elective requirements. Many of these courses are not yet available in the catalog. Please call your advisor for information availability of these classes.

### 3-credit content area electives

- |  |   |
|--|---|
| CSE 606 Special Independent Studies    | CSE 626 Advanced website design               |
| CSE 507 Seminar                        | CSE 627 Web 2.0 Tools for Teaching & Learning |
| CSE 508 Workshop                       | CSE 628 GIS for Educators                     |
| CSE 610 Computers in Education         | CSE 616 Designing online courses              |
| CSE 611 Information Literacy           | CSE 650 Electronic Portfolios                 |
| CSE 612 Media Literacy                 | CSE 660 Interactive Video                     |
| CSE 615 Designing Information          | CSE 680 Integrating Computers into Curriculum |
| CSE 619 The Big Thinkers in Technology | CSE 655 Internship in InfoTech                |
| CSE 620 Computers as Management Tool   | CSE 603 Professional Project                  |
| CSE 624 Internet for Educators         |   |
| CSE 625 Creating an Internet Website   |   |

### 1-credit skills courses

- |   |   |
|---|---|
| CSE 670 Teaching content with technology: Math              | CSE 682 Facilitating conversations: Teachers, Admin, Tech Supp. |
| CSE 671 Teaching content with technology: Science           | CSE 683 Managing technology in the classroom                    |
| CSE 672 Teaching content with technology: Social Studies    | CSE 684 Creating tutorials                                      |
| CSE 673 Teaching content with technology: Language Arts     | CSE 685 Assessment tools  |
| CSE 674 Teaching content with technology: Health            | CSE 686 Open-source tools for teaching and learning             |
| CSE 675 Teaching content with technology: PE                | CSE 687 Mobile Technologies in Education                        |
| CSE 676 Teaching content with technology: Music             | CSE 690 Digital photography/Photo editing                       |
| CSE 677 Teaching content with technology: Art               | CSE 691 Digital storytelling                                    |
| CSE 678 Teaching content with technology: ESOL/Foreign Lang | CSE 692 Learning objects  |
| CSE 681 Writing grants for technology                       | CSE 693 Making music with digital tools                         |
|   | CSE 694 Blogs in the classroom                                  |
|   | CSE 695 Collaborating with wikis                                |
|   | CSE 696 Podcasts and vodcasts                                   |

## Courses Tentatively Scheduled for 2009-2010

### Fall 2009:

- CSE 627 Web 2.0 Tools for Teaching and Learning (online)
- CSE 616 Designing and Teaching Online Courses (online)
- CSE 625 Creating an Internet Website (Wed. 4:30-7:15)
- CSE 624 Internet for Educators (online)
- LIB 680 Communication Theory (online)
- ED 632 Cultural, Social and Philosophical Issues in Education  
*Note: ED 632 can substitute for ED 646*

### Winter 2010:

- LIB 686 Emerging Information Technologies (online)
- CSE 615 Designing Information (online)
- CSE 687 Mobile Technologies in Education 1 cr.
- CSE 681 Writing Grants for Technology 1 cr.
- CSE 619 Seminar: The Big Thinkers in Technology
- ED 611 Theories of Teaching and Learning (online)  
*Note: ED 611 can substitute for PSY 620*
- ED 632 Cultural, Social and Philosophical Issues in Education (online)  
*Note: ED 632 can substitute for ED 646*
- ED 633 Research and Writing  
*Note: ED 633 can substitute for ED 612*

### Spring 2010:

- ED 626 Instructional Design (online)
- CSE 611 Information Literacy (online)
- CSE 660 Interactive Video
- CSE 610 Computers in Education
- CSE 619 Seminar: The Big Thinkers in Technology
- CSE 696 Podcasts and Vodcasts (1)
- CSE 684 Creating Web-based Tutorials (hybrid/online)
- ED 611 Theories of Teaching and Learning  
*Note: ED 611 can substitute for PSY 620*
- ED 633 Research and Writing (online)  
*Note: ED 633 can substitute for ED 612*

# Western Oregon University Resources and Information

## Western Oregon University Online Services



When admitted to Western Oregon University, you will be assigned a student number. At WOU this is referred to as your "V" number. To be able to register online, you need to login and reset your password for access to the network and WOU email.

To setup your login go to: [www.wou.edu/accountlookup](http://www.wou.edu/accountlookup)

To check your WOU email go to: [www.wou.edu/newmail](http://www.wou.edu/newmail)

To access an ONLINE course, go to : <https://online.wou.edu/>

1. Click on "Course Categories" on the left.
2. If you haven't already, you will be asked to login. In almost all cases, your login and password is the same as your WOU network/email login and password. If you don't know this information, visit the Account Lookup page (<http://www.wou.edu/accountlookup>). If this fails to work, call Computing Services at 503-838-8925 or stop by their help desk in IT009.
3. You will be asked for an "enrollment key," or password, for our course. The enrollment key for the classes will be available from your instructor.
4. Once logged in, consider clicking on your name in the upper left to update your profile and add in some information about yourself. You can even upload a picture, if you like. This information is not available to anyone outside of your course.
5. You will not see any of the course readings and assignments when you login since each unit will be activated as it begins.

### Availability

The University Computing Service request line is staffed 24 hours a day, seven days a week. Our Service Request Representatives will document any issues you are having and direct them to the appropriate tech. You can reach us by phone at **503-838-8925** or by e-mail at [ucshelpdesk@wou.edu](mailto:ucshelpdesk@wou.edu).

### Student Support Services

Disability Accommodation: If you have a documented disability that may require assistance, you will need to contact the Office of Disabilities Services (ODS) for coordination in your academic accommodation. The ODS is located in the Academic Programs and Support Center (APSC) Suite 405. The Phone/TTY is (503-838-8250).

- ▶ Writing Center: [www.wou.edu/las/humanities/writingctr](http://www.wou.edu/las/humanities/writingctr)
- ▶ Learning Resource Center: [www.wou.edu/provost/aalc/learning](http://www.wou.edu/provost/aalc/learning)
- ▶ Counseling Center: [www.wou.edu/student/health/](http://www.wou.edu/student/health/)
- ▶ Department of College Resources: [www.wou.edu/education/student.php](http://www.wou.edu/education/student.php)

### Off-campus, evening and summer session students

Students who are working toward a planned program of graduate study, on or off campus, must file for admission as outlined above if they expect to complete licensure requirements or become candidates for a degree.

### Health Report

A health history report is required of all new full-time students. The forms are available from the Admissions Office and submitted to WOU's Health Center.

### Filing a plan of study

The plan of study is your contract with the University and all graduate students must file a plan of study. For the MSED degree, it is called the Master of Science in Education – Information Technology Program Plan. This plan will list all courses needed for the MSED-IT degree. The graduate student and adviser must sign the plan, and the plan should be submitted to the Graduate Office as early possible and in most cases no later than the student's second term of study. A plan of study is required for financial aid.

## **Candidacy**

Candidacy is required at approximately the time a graduate student reaches the midpoint of his/her program of study. It must be done after the first 12 credit hours have been completed and before beginning the last 15 credit hours of study. Candidacy is the final acceptance by the university of a graduate student into his/her degree program. A graduate student cannot complete his/her final exit evaluation without first being accepted as a candidate. Additional candidacy information and forms are available at: [www.wou.edu/graduate](http://www.wou.edu/graduate)

## **Academic load**

The full time course load for graduate students is nine graduate credits, including course work, portfolio, professional project, field study or thesis. The maximum course load for graduate students is 16 credits with any combination of courses (graduate or undergraduate) during fall, winter, or spring term. Nine credit hours is the maximum load for graduate students during the six-week summer term.

## **Residency credit requirement**

All graduate programs will include at least 30 graduate credits from Western Oregon University.

## **Transfer credits**

Any transfer credit used in a master's degree program must be documented with an official sealed transcript from an accredited university. All transfer course work must be approved by the student's adviser and should be submitted and approved early in the student's program. Only graduate-level course work acceptable to the granting institution for master's degree programs with grades of A or B can be transferred. The maximum transfer credit accepted toward a master's degree program is 15. Credits from non-accredited colleges and universities cannot be used in a master's program.

## **Examples of academic dishonesty**

According to WOU's Code of Student Responsibility, violations of standards of academic conduct include but are not limited to the following:

- a) Cheating - intentional use, or attempted use of artifice, deception, fraud, and/or misrepresentation of one's academic work;
- b) Fabrication - unauthorized falsification and/or invention of any information or citation in any academic exercise;
- c) Facilitating dishonesty - helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others ;
- d) plagiarism - representing without giving credit the words, data, or ideas of another person as one's own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another or the research of another, including but not limited to the product of commercial vendors who sell or distribute such materials, and the appropriation and/or use of electronic data of another person or persons as one's own, or using such data without giving proper credit for it.

## **Plagiarism defined**

Simply stated, plagiarism is "the taking of others' thoughts or words without due acknowledgment." This definition applies to printed, unpublished, and electronic material. That is, students must acknowledge through appropriate forms of documentation any borrowed ideas or phrases, and all direct quotations if more than three or four words. They also must not submit work that has been written or revised, in part or in whole, by another person. Make sure you always provide appropriate source documentation and ask your instructor whenever you have even the smallest question or slightest doubt about citing sources. It is your responsibility to understand what constitutes plagiarism. Plagiarism is grounds for a no-grade (F) and referral to the Student Conduct Committee.

## **Time limit to complete master's degrees**

Course work and requirements for a master's degree program must be completed within a period of five years. This includes all residence credit, all applicable transfer credit, and required final evaluation. The five-year limit also applies to a thesis, field study, professional project, or portfolio.

## **Application to Graduate**

Each candidate must file an application for completion of the master's degree with the Graduate Office. This application also serves as the application to complete the final evaluation procedures. This form, along with a \$25.00 fee, must be

submitted at least 10 weeks before the date the student wishes to complete his/her degree. Additional general information is available on the web at: [www.wou.edu/graduate](http://www.wou.edu/graduate)

### **Conferring of degrees**

All courses with marks of "I" (incomplete) from previous terms must be finished and the grades filed with the Registrar's Office before the end of the term in which program requirements are expected to be completed, or graduation will be delayed until a later term. Incompletes received in the final term must be finished and the grades recorded in the Registrar's Office within three weeks after the end of the final term, or the diploma will be invalidated. The diploma for the master's degree will be conferred at the June commencement subsequent to the completion of all degree requirements.

*A student seeking either a master's degree or a graduate licensure program must apply both to the University and to the program in which they are interested. An application to a specific program is available from that program. The Graduate Web page at: [www.wou.edu/graduate](http://www.wou.edu/graduate) and the catalog have current admission information. Each graduate program has unique program standards and processes.*

## **Hamersly Library Services**

### **Reference and Instructional Services**

Reference librarians and staff are trained to help library users identify topics, find and use appropriate resources for research, and evaluate information. [Professional research assistance](#) is available at all hours and through multiple modes of communication.

### **Web Site**

Library and Media Services' Web site serves as a gateway to the catalog, Summit, electronic indexes and other databases, plus Internet search engines, directories and subject-related material from the World Wide Web. Information about services and policies, staff, and events is available here. You may also reserve study rooms and media equipment through online calendars.

### **The Catalog and Summit**

Use [the catalog](#) to find books, periodical titles, audiovisual materials, government documents, and other materials in our library. You can search by keyword, author, title, journal title, and subject. The catalog also connects to [Summit](#), a combined catalog of Oregon and Washington academic libraries.

### **Electronic Databases**

[Databases](#) of journal, magazine and newspaper articles, many with full text, and others with abstracts, plus a variety of other electronic resources are available online at library workstations as well as on and off campus.

### **Off-Campus Access**

Most electronic resources on the library's Web site are available throughout campus and off campus. The catalog's direct Internet address is <http://library.wou.edu>, and Summit can be reached through the catalog or by accessing <http://summit.orbiscascade.org>. Other databases are only available to current students, faculty, and staff and must be entered into via the library's Web site.

### **Instruction**

The [Research Coach](#) is an online collection of learning tools relating to conducting bibliographic-based research. Our online tutorial, [Hamersly TILT](#), incorporates interactivity to teach fundamental information concepts such as selecting appropriate sources, searching effectively, and evaluating materials. Online [subject guides](#) are available to help you learn how to locate and use materials. The [librarians](#) teach library and research skills and specialized workshops on an individual basis and in group sessions. To schedule a class session or individual assistance call 503-838-8892.

### **Distance Education Services**

Students taking WOU courses at an off-campus site or via the Internet are eligible for the same library services as on-campus students. Among these services are delivery of books, articles and documents to the student, interlibrary loan, access to databases and full-text articles, reference help and other services described in this guide. The special concerns of these students is addressed in the [Distance Ed Services](#) section of the Web site.

### **Circulation Services & Policies - Borrowing Materials**

All Western students, faculty, and staff may check out circulating materials from WOU's Hamersly Library and borrow materials from other libraries. Your validated WOU ID card serves as a library card.

### **Reserve Materials**

Reserve materials for classes are available online (eReserves) or are held in the reserve area behind the Checkout Desk. All reserve materials are listed in the catalog. Print reserve items circulate for two hours, one day or three days as determined by the faculty. eReserves are available online anytime.

### **Summit Borrowing**

This service allows you to place your own requests for books and some other materials found in the Summit catalog. (Periodicals and reference books are not loaned.) You can place your requests from any computer that can access Summit. Materials usually arrive at WOU's Checkout Desk in 2-3 business days. This service is available to current students, faculty, and staff at Western.

### **Renewals**

Borrowers may renew most items themselves, online through [My Library](#) in [the catalog](#). Materials may be renewed by phone at 503-838-8902 or in person at the Checkout Desk. If another borrower has requested the item, the renewal is blocked. Two renewals are allowed without the need to bring the books back to the library. Summit materials may be renewed only once. Renewals for Interlibrary Loan items must be requested from the loaning institution; please call 503-838-8884 or email [ilibloan@wou.edu](mailto:ilibloan@wou.edu) at least three days before the item is due so that we may request your renewal.

### **Returns**

Return materials to the book drops, or, if you want a receipt, return the materials to a Checkout Desk staff member. Book drops are located near the Checkout Desk and outside near both main entrances to the library. Please return Reserves materials directly to the Checkout Desk. Please refer to our [Circulation Policies](#) for loan periods for various materials.

### **Interlibrary Loan Services**

Interlibrary loan is a method used to request journal articles and other library materials not available in the WOU Library and not available through Summit. Our library borrows from and lends to many other libraries throughout the country. This service is for WOU students, current and emeritus faculty, and staff and is a service subsidized by the library. Most articles arrive within three to five days, most books within two weeks. We deliver journal articles to you electronically.

Increasingly, databases integrate interlibrary loan request abilities into their systems. Several of our vendors offer this service: FirstSearch (including WorldCat, ERIC, Medline, GeoRef, ArticleFirst and many other databases), EbscoHost (Academic Search Premier, ERIC, and other databases), and CSA (the Biological Sciences Collection of databases). Look for buttons or links that read "ILL" or "Interlibrary Loan" (usually at the individual item level rather than the list level). For article requests not found through one of these databases, the library's Web site has a [request form](#).