COURSE REQUIREMENTS
NRES 634 SCHOOL BUILDING ENERGY EFFICIENCY EDUCATION

I. Attend course and participate in discussions (30 pts.)
II. Participate in building energy audit (15 pts.)
III. Develop an Energy Action Plan to integrate energy efficiency into your school building/district (30 pts.)
IV. Energy Saving Ideas and Actions for Home or School (25 pts.)

Parts III and IV are due

Send completed assignments to BOTH KEEP and YOUR INSTRUCTOR:
KEEP email: keep@uwsp.edu
Instructor email: ____________________________

NOTE: If you received a scholarship for this course, you will receive a 1099 from the University for Wisconsin-Stevens Point showing the amount of the scholarship. You will need to claim this as income on your taxes.

ACCESSING YOUR GRADES

There will be communication from UWSP Continuing Education via EMAIL to you before the end of the semester. Please check your SPAM box in case the email from UWSP goes there. In the email you will receive your student ID, which you can use to activate your account and access your grades online.

UWSP ACCOUNT ACTIVATION INSTRUCTIONS:
Go To: http://www.uwsp.edu/it/ulam/fdactivate.htm
If you are NEW to UWSP or RETURNING after at least one semester off – you will need to activate your account. During the activation process you will answer a set of identifying (ID) questions and set up a password for your account. The ID questions will allow you to help yourself if you forget your password or have problems with your account, so it is important for you to remember the answers you provide.
You must provide the following information to activate your account:
   a) Student ID Number
   b) Social Security Number
   c) Birth Date

Logon ID's consist of the first letter of the first name, the first four letters of the last name and the last three numbers of the student ID (ex. zsmi123).

If you are a RETURNING student (continuous enrollment) – you should be able to logon and reactivate your account using the same ID and password that you set the previous semester. You are required to change your password every 6 months so if your previous password is not working try the “change password" option.

Once activated wait 15 minutes then log in to your personalized portal at
https://mypoint.uwsp.edu/login/login2.aspx or https://mypoint.uwsp.edu/

The myPoint portal allows you to view your class schedule and grades – under the Academics tab, review your UWSP bill and pay it using a credit card – under the Finances tab, check your UWSP Outlook email, and access UWSP library resources. In addition, there are links to Desire 2 Learn (D2L) online courses and class-related websites.
Part III: Energy Action Plan NRES 634

For this assignment you will develop an Energy Action Plan to integrate energy efficiency into your school building or district. Your plan could include student activities, staff training initiatives, and/or energy management proposals. Energy Action Plans should be a minimum of two pages in length, single-spaced.

The first section of the assignment must include the following information:

- Your name
- Course title and number
- Name of your school
- Grade level and/or subject area you teach
- Number of students involved
- Title of the energy action plan
- Energy concepts that are addressed (refer to KEEP’s Conceptual Guide, list numbers and key words)
- Titles of the KEEP activities or “Sparks” used
- Other resources used
- If you are NOT agreeable to having KEEP copy/share any portion of your assignment with other teachers, please clearly indicate this at the top of your assignment.
- Please title your electronic document (preferably MS Word) as such: 634LocationACTIONPLAN-LastName
  (Example: For John Watt who took a 634 course in Energyville: 634EnergyvilleACTIONPLAN-Watt)

1. Energy Action Plan Summary
   - No more than one page
   - Project purpose, implementation, results, and total budget amount

2. Introduction to the Audience
   - History and past accomplishments, especially as they relate to this project
   - Service area/population served

3. Statement of Problem or Need
   - Outline current resources that address this problem and identify gaps
   - Describe how your project will fill those goals

4. Project Goals and Objectives
   - Provide the specific goals you intend to achieve
   - Note the milestones you will reach while meeting those goals

5. Methods and Timeline
   - List what actions will be taken to achieve project goals and by whom
   - Establish a timeline for project activities

6. Evaluation Criteria and Process
   - How will you measure the success of your project?
   - List what records and information you will gather to assess project success

7. Budget
   - What funding might you need to implement your plan?
   - Include as much detail as possible
Part IV: Energy Saving Ideas and Actions for Home or School (25 pts.)
Write a paragraph on how you intend to incorporate what you learned in this class to save energy in your home or school or reduce consumption of non-renewable energy sources. Save energy by reducing consumption (conservation) or improving efficiency, or increase renewable energy use to reduce consumption of non-renewable energy sources. Please incorporate the following to help guide your thinking and writing:

- What personal changes can I make to save energy?
- When am I most likely to make these changes?
- How am I going to implement these changes?