

How to Register

You may enroll directly with Chapman University by mail, fax, or phone (714-997-6985). Follow the instructions on the registration form, and submit with a copy of your seminar certificate.

- **Submit your registration form ASAP after attending the seminar (at least two weeks before you submit your coursework). Keep the instructions portion of this form; you will need it to write your paper.**

- **Your confirmation letter will serve as your registration receipt.**

**Mail to: Chapman University, Extended Education, Highlights Practicum,
One University Drive, Orange, CA 92866**

Registration for Highlights Seminar Practicum



Clip and Mail this form to Chapman address above, or fax with credit card number to 714-997-6641

Check one:		<input type="checkbox"/> EDUC 9232 \$62.00 (1 day seminar)	<input type="checkbox"/> EDUC 9268 \$186.00 (3 day seminar)
		<input type="checkbox"/> EDUC 9256 \$124.00 (2 day seminar)	<input type="checkbox"/> EDUC 9272 \$248.00 (4 day seminar)
Last Name	First Name	M.I.	Seminar Title
Address			Seminar Date
City	State	Zip	Make check payable to Chapman University. Circle payment type. Visa Master Card Discover Check
Phone/Home ()	Work ()		
Social Security Number			Card Number Exp. Date
Email Address			
If previously enrolled at Chapman using a different name, state name			Total Amount Signature
Office Use Only:			
Grade			
Instructor			

Instructor Rubric for Practicum Courses

The instructor who grades your coursework will use the grading rubric below to assign points that will determine your grade.

Components	Points	Components	Points
Title Page (0-2 points) 2 – Includes all information described in report requirements 1 – Most information included 0 – Seminar summary missing		Self-Evaluation 0-2 points) 2 – Includes detailed, thorough self-evaluation of strengths and weaknesses and makes suggestions for improvement 1 – Self evaluation is present but requires more detail 0 – Self evaluation is absent	
Activity Description (0-4 points) 4 – Outstanding, detailed descriptions of all activities 3 – Good, detailed descriptions of all activities 2 – Good descriptions of most activities 1 – Most activities only meet minimum standards 0 – All descriptions are incomplete or poor		Quality of Overall Paper (0-2 points) 2 – Professional presentation, graduate quality, with subheadings, correct format, grammar, punctuation, and spelling 1 – Some of the paper was well presented; however, it contained format, grammar, punctuation, and spelling errors 0 – Paper was not graduate quality: it contained multiple format, grammar, punctuation and spelling errors, and/or was less than the required length	
Learning Objectives (0-3 points) 3 – Goals and objectives based on student learning, written clearly and specifically for each activity or project 2 – Goals and objectives stated in general or vague terms 1 – Goals and objectives not included with every activity or project 0 – Goals and objectives not included at all		Documentation (0-3 points) 3 – Clear examples of documentation for every activity/project are attached 2 – Examples of documentation for 2 out of 3 activities attached 1 – Examples of documentation for 1 activity/project attached 0 – No examples of documentation attached	
Appropriateness of Activities for Targeted Students (0-1 point) 1 – Activities appropriate for grade and ability levels 0 – Activities inappropriate or targeted students not defined		TOTAL POINTS	
Correlation of Activities to the Seminar (0-1 point) 1 – All activities correlated to seminar topic 0 – Correlation of activities to seminar was unclear		GRADE	
Student Evaluation and Assessment (0-2 points) 2 – Provides thorough evaluation of the students' learning experience relates clearly to learning objectives. Samples are included as appropriate 1 – Evaluation and assessment methods are not thorough/detailed and/or do not correlate with objectives 0 – Evaluation and assessment methods are not present in all activities or are too general and/or vague		Grade Scale: A = 20-18, B = 17-16, C = 15-14, No Pass = 13 - below	
Comments:			

Sample

This sample format is designed to assist participants to complete the report using the correct guidelines. Be sure to review all course requirements carefully, and label subheadings clearly (per #7 under Course Requirements).

You may review Frequently Asked Questions at:
www.chapman.edu/k-12/faqs.asp

If you have further questions, please contact us at
k12@chapman.edu or 714-997-6985.

Title Page

Name

Address

SS# (the number will be blacked out after coursework is matched with the registration)

Seminar Title

Seminar Date

Seminar Description: *This should be a **one paragraph** description of the seminar.*

Grade Level

Number of students

Student Population Information (at risk, ESL, etc.)

Documentation

Include documentation for each activity (e.g. student samples, photos, handouts, or lessons plans). Samples should be limited to 1 or 2 pieces for each activity and fit in a 9x12 envelope. The samples and the paper will not be returned.

Congratulations – you’re DONE!

But first, review this checklist.

Checklist:

- *Did you include all of the activities? You should have three activities written one at a time. That is, complete your writing for activity 1 (description, objectives, evaluation etc.). Then begin the process again for Activity 2. Then begin again for Activity 3.*
- *Is the font 12 points?*
- *Are the margins one inch?*
- *Do you have at least one full page for each activity (not including the title page or documentation)?*
- *If you included photographs, did you mount each and provide captions?*
- *Did you staple the paper? Do not send the paper in a report cover.*
- *Complete your report individually; no group reports are permitted.*