

EARN 1 GRADUATE ELECTIVE CREDIT By Developing Practical Activities Based on an IED Seminar

Course Description

This course offers educators the opportunity to earn university credits by developing practical activities based on an IED seminar.

Credit Information

Chapman University will award 1 semester hour of graduate level elective credit based upon successful completion of course requirements. These credits are professional development units that are not part of a degree program but instead are primarily used for professional advancement (such as salary increment steps and recertification). Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirements. State licensing departments vary regarding their criteria for credit acceptance, and some states may not accept credit from universities that are located outside the state.

Course Requirements

1. Attend and participate in the entire seminar.
2. Develop 3 practical activities based on the seminar. The activities must be designed so that they can be implemented in your classroom or program. They may be geared to K-12 students, staff or others, based on your position.
3. Conduct the activities in your classroom/work setting. Refer to www.chapman.edu/k-12 (FAQs) if not currently in a classroom setting.
4. Complete a written report that describes each activity. **Each activity must be at least one full page** (not including title page or documentation), typed and single-spaced. Use a 12 point font and one inch margins. Staple the paper together. Do not send the paper in a report cover. Complete your report individually; no group reports are permitted.
5. The report must include a **Title Page** with your name, address (for sending your grade), social security number, title of seminar, seminar date, and a brief (one paragraph) description of the seminar. The title page must also include the grade level, number of students, and any special information about the student population (e.g. at-risk, ESL, etc.).
6. You will be graded on the accuracy of the title page, each of the components in # 7 below as well as the **Quality of the Overall Paper**, which includes the format, grammar, spelling, punctuation, required length, and other overall qualities.
7. Write about each activity separately. Use the subheadings below to report on each activity. Label subheadings clearly.
 - A. **Activity Description:** Describe each activity in detail, using narrative form (no bullets, no numbers, no incomplete sentences). List all materials that you and the participants used (e.g. handouts, books, props, etc.). Describe each activity thoroughly as if the reader were not familiar with the topic.
 - B. **Learning Objectives:** Write specific learning objectives for each activity. Include what you wish to achieve and how you will accomplish it.
 - C. **Appropriateness of Activities for Targeted Students:** Explain how the activities meet appropriate developmental needs of the participants/students.
 - D. **Correlation of Activities to the Seminar:** Discuss how the activities relate to the seminar content.
 - E. **Student Evaluation and Assessment:** Evaluate the students' learning experience and describe the assessment methods. Relate the assessment to objectives stated in B above. Include samples of the assessment tools, if applicable.
 - F. **Self Evaluation:** Write a self-evaluation of your own strengths and weaknesses as you developed and implemented these activities. Discuss what you would do differently next time and suggest areas for improvement, if any.
8. 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.

Confirmation, Grades and Transcripts

Upon registration, you will receive a confirmation letter, transcript information, and a copy of the grading rubric that will be used to evaluate your work. We will process your registration as soon as possible. Turnaround time depends upon volume. We encourage you to begin working before you receive your confirmation. You may safely assume that your registration will be successful, and you may view the rubric and sample format at <http://www.chapman.edu/k-12/pdf/ied.pdf>

Submitting Report

The final report is due (postmarked) four months from the date of the seminar. Mail all registrations and coursework to: **Chapman University, Extended Education, IED Practicum, One University Drive, Orange, CA 92866.** For questions, email K12@chapman.edu, or call 714-997-6985 (8 am to 5 pm PST). Your report will not be returned to you. You will receive an instructor feedback form containing your grade.

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How to Register

1. At the seminar, complete the registration form below, and give your form and payment to the Program Manager at the registration table. Keep the upper portion of the form. These are the instructions for your coursework.

OR

2. You may enroll directly with Chapman University by mail or phone (714-997-6985). Follow the instructions on the registration form, and submit with a copy of your certificate of participation. Submit your registration form ASAP after attending the seminar (at least two weeks before you submit your coursework). Your confirmation letter will serve as your registration receipt.

**Mail all registrations and coursework to: Chapman University, Extended Education, IED Practicum,
One University Drive, Orange, CA 92866.**

ED/B 9710 Educational Development Practicum (1 credit)

Registration for IED Seminar

Clip and mail this form to the Chapman address above or fax with credit card number to 714-997-6641.



Last Name			First Name		M.I.		Seminar Title			
Address							Seminar Date			
City			State		Zip		Make \$62 check payable to Chapman University. Circle payment type.			
Phone/Home () ()			Work () ()				Visa	Master Card	Discover	Check
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 Format

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.*