

Earn 1, 2, 3, or 4 Graduate Level Credits CTE SEMINAR and PRACTICUM

Course Description

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

Credit Information

Chapman University College will award 1, 2, 3, or 4 semester hours 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 practical activities based on the seminar presentation. 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. The number of credits earned is based upon the number of days you attend the seminar. Each credit requires 3 activities. **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.

1 credit = 1 day of seminar attendance = 3 activities

2 credits = 2 days of seminar attendance = 6 activities

3 credits = 3 days of seminar attendance = 9 activities

4 credits = 4 days of seminar attendance = 12 activities

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.

Submitting Report

- Upon registration, you will receive a confirmation letter which includes the name and address of your grader. Send your coursework to that address.
- Do not send coursework to Chapman University College. Grading takes approximately 4 weeks.
- A copy of your seminar attendance certificate must be included with your report to be accepted for grading.
- The final report is due (postmarked) **six months** from the date of the seminar with no extensions. Your report will not be returned to you. You will receive a grade by mail.
- Information about obtaining a **transcript** may be found on our website www.chapman.edu/k-12

Confirmation Letters

We encourage you to begin working before you receive your confirmation letter. You may safely assume that your registration will be successful, and you may view the rubric and sample format at:

<http://www.chapman.edu/ExEd/k-12/courses/seminarFollowup.asp>

How to Register

1. Mail or fax all registrations to: **Chapman University College, Ext. Ed., CTE Practicum, One University Drive, Orange, CA 92866**. For questions, email K12@chapman.edu, or call 714-744-2134.
2. Keep the upper portion of the form. These are the instructions for your coursework.
3. Copy the form below onto 8 ½ X 11 paper or download the 8 ½ X 11 registration form at:
<http://www.chapman.edu/ExEd/k-12/courses/seminarFollowup.asp>
then fax it to 714-997-6641.
4. Submit your registration within 30 days of attending the seminar.
5. Your confirmation letter from Chapman University College will serve as your receipt.
6. FAQs may be found on our website: www.chapman.edu/k-12

Registration for CTE 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 9142 \$65.00 (1 credit)	<input type="checkbox"/> ED/B 9930 \$195.00 (3 credits)
				<input type="checkbox"/> ED/B 9929 \$130.00 (2 credits)	<input type="checkbox"/> ED/B 9931 \$260.00 (4 credits)
Last Name	First Name	M.I.	Seminar Title		
Address			Seminar Date		
City	State	Zip	Make 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					
Grader					