SYLLABUS AND COURSE INSTRUCTIONS (available for 1-3 units)

EDUX 7500-7589 FGH Conference and Post-Professional Development courses

These courses are available for **1, 2, or 3 units**. See **Course Level** pull-down menu on the previous course detail page to choose the number of credits selected for this course (F = 1 unit, G = 2 units, and H = 3 units).

Course Requirements (*General*)

Once a student has registered for the website and enrolled with CCC for this course, he or she must complete the following requirements:

For 1-unit course:

1. **Professional Development Verification**
2. **Journal Log and Activities (15 hours)**
3. **Reflection and Application Paper**

For 2-unit course:

Complete all of the 1-unit requirements above PLUS the following assignments:

1. **Journal Log and Activities (<u>additional</u> 15 hours)**
2. **Summary Paper**

For 3-unit course:

Complete all of the 1- and 2-unit requirements above PLUS the following assignments:

1. **Journal Log and Activities (<u>additional</u> 15 hours)**
2. **Article Reviews and Evaluation**

Course Requirements (*Detailed*)

Once a student has enrolled with CCC/VU for this course, he or she must complete the following requirements.

Requirements for 1-unit course:

1. **Professional Development Verification:** Submit a copy of a certificate from a conference or other professional development activity you attended within the last <u>seven</u> years (or a copy of the conference information with descriptions of sessions attended) in the **Course Workshop** tab of your personal folder (see *Submitting Coursework* details below).

2. **Journal Log and Activities:** List the hours of your professional development activities in your Journal Log to meet the required **15 hours** of active instructional learning, applications or implementations. A minimum of *5 hours per unit* must be from attendance of conferences, workshops, seminars and/or webinars.

3. **Reflection and Application:** Use the **reflection guiding questions** provided to assess your professional development activities and explain your goals for improving classroom instruction or school leadership, including how your classroom and/or leadership practice may be enhanced. Participants must submit a reflection and application assignment that meets the standard and quality of a graduate-level paper.

Requirements for 2-unit course:

Complete the 1-unit requirements above <u>PLUS</u> the following assignments:

1. **Journal Log and Activities:** List the hours of your professional development activities in your Journal Log to meet the required **30 hours** of active instructional learning, applications or implementations. A minimum of *10 hours* (<u>5 hours per unit</u>) must be from attendance of conferences, workshops, seminars and/or webinars.

   - Participants must enter an **additional 15 hours** of active instructional learning activities in their Journal Log to equal a total of 30 hours. *To see examples of learning activities that may be used to meet the requirement for additional Journal Log hours, click here).*

   - Activities and hours entered in the Journal Log must be separate from and in addition to the time required to complete (write) the homework assignments listed for this course (i.e., Reflection and Application Paper; Summary Paper).

2. **Summary Paper:** Use the **summary guiding questions** provided in the *Course Material Templates* to describe the professional development activities in which you participated.

Requirements for 3-unit course:

Complete the 1-unit and 2-unit requirements above <u>PLUS</u> the following assignments:

1. **Journal Log and Activities:** List the hours for your professional development activities in your Journal Log to meet the required **45 hours** of active instructional learning, applications or implementations. A minimum of *15 hours* (<u>5 hours per unit</u>) must be from attendance of conferences, workshops, seminars and/or webinars.

   - Participants must enter an **additional 15 hours** of active instructional learning activities in their Journal Log to equal a total of 45 hours. *To see examples of learning activities that may be used to meet the requirement for additional Journal Log hours, click here).*

   - Activities and hours entered in the Journal Log must be separate from and in addition to the time required to complete (write) the homework assignments listed for this course (i.e., Reflection and Application Paper; Summary Paper; Article Reviews and Evaluation).

2. **Article Reviews and Evaluation:** Read two educational articles that pertain to the professional development activities in which you participated. Select articles from a provided educational database and write a response to the **article review guiding questions** provided. The assignment must meet the standard and quality of graduate-level work.

Submitting Coursework

Upon enrolling for this course, templates for assignments will be available for you to download in the **Course Workshop** tab of your personal folder (see **TRACK YOUR PROGRESS** located at the top right side of each CCC webpage after you log in). These templates also are available in the Course Material Templates section on each course detail page. All coursework must be uploaded and submitted electronically into your **Course Workshop** located in your personal folder. All course requirements must be submitted within **six months** from the date of course enrollment and must be original. You will receive a grade by email within 2-3 weeks of course completion.

Self-Paced Format

An instructor is assigned to your course, and your instructor will grade your assignments. The courses are self-paced and easy to follow; therefore minimal contact with the instructor will be necessary. However, if for some reason you need additional clarification, please contact: courses@collegecreditconnection.com. If necessary, we will forward your request directly to your instructor. For technical assistance, please contact tech@collegecreditconnection.com.

Assignment Templates

As previously stated, templates for course assignments will be available for you to download in the **Course Workshop** tab of your personal folder (see **TRACK YOUR PROGRESS** located at the top right side of each CCC webpage after you log in). Save the assignment templates on your computer or flash drive and complete each assignment. Once completed, upload and submit your assignments electronically (see *Submitting Coursework*).

Examples of Journal Log Instructional Learning Hours:

Students should include conference and other professional development training hours in their Journal Log. If additional hours are required, below are a few examples of the type of instructional learning and application activities that may be used to meet the requirement for additional Journal Log hours:

- Reading additional articles or books for further research on the course topic;

- Viewing additional videos, DVDs or webinars related to the course topic;

- Observing, interviewing or collaborating (email, phone, in-person) with other colleagues and educators on the course topic;

- Examining online research of State and/or National Standards related to the course topic;

- Reviewing online research related to course content and/or assignments;

- Visitation and research of venue sites related to the course topic and/or assignments;

- Developing lesson plans or class projects that connect the knowledge learned in the course to your classroom grade level, subject area and/or curriculum (note: may not include on Journal Log if this activity was used as part of a required homework assignment);

- Creating Smart Board lessons, PowerPoints, Keynote presentations or iMovies related to the course topic (note: may not include on Journal Log if this activity was used as part of a required homework assignment)