

# Design Your Own Professional Development Course EDU 599

## DESIGN YOUR OWN PROFESSIONAL DEVELOPMENT COURSE

**NUMBER OF CREDITS:** Two to five (30 hours of work per credit)  
**COURSE TUITION:** \$155 per credit

### **Faculty:**

After submitting your draft work plan using the attached template, our staff will identify an appropriate faculty member to help guide the planning of your independent learning (DYO) and evaluate your work at the conclusion of your project. If you have a suggestion of someone who you feel is qualified to work with you, please mention it on the form.

### **DYO Course Description:**

Antioch University, in the Progressive Education tradition, has a long history of considering real world experience as educationally valuable. The DYO (Design Your Own professional development course) concept emerges from that tradition. DYOs offer educators an opportunity to earn credit for self-initiated learning as well as other activities which support their institutions, students and colleagues.

### **How to calculate the number of credits you'll register for:**

Plan to spend approximately 30 hours of effort per credit. Your faculty adviser will look over your Work Plan and may request some modifications prior to giving final approval.

### **Eligible activities:**

Educators may earn credit for the following activities (please note that this is not an exhaustive list):

- Self-guided study of a subject that you plan to teach
- Developing a new curriculum unit
- Attending a professional conference or course for which no other credit is provided
- Exploring community resources to enrich classroom learning such as museums, environmental education centers, etc.
- Making presentations to colleagues
- Mentoring those new to the profession
- Creating, refining, or implementing school programs

- Learning activities associated with travel which will enrich your classroom instruction
- Researching and writing a grant or other funding proposal to benefit your school or district
- Developing a bibliography, resource file or on-line database that will benefit students or colleagues
- Writing for publications aimed at colleagues in your discipline or other educators
- Specific projects related to your work on a district, state or professional association task force or committee

While it is best to submit a DYO proposal prior to beginning the learning activity, in some cases, you may be able to count activities from the previous twelve months if you have not already received credit for them.

**Antioch is unable to offer DYO credit for the following activities:**

- Teaching in the K-12 classroom
- Grading/correcting student work
- Doing something that you've done before

*To clarify eligibility of activities for DYO credit or other DYO-related questions, please contact Antioch's Center for Continuing Education.*

*Email: [ce@antiochsea.edu](mailto:ce@antiochsea.edu) or phone: 206-268-4111*

**How to prepare for a DYO:**

Think about a DYO as a course for one participant. The work plan (template below) is a draft syllabus for that course. Similar to a syllabus, you'll identify the following:

- Your learning goals
- The activities that you'll undertake to achieve those goals
- The ways that you'll demonstrate what you've learned or accomplished
- How you'll incorporate that learning into your professional work as an educator

The following types of activities should be included in a DYO:

1. Accessing information
2. Engaging in dialogue with colleagues; receiving and applying their feedback
3. Reflecting upon what's been learned and how it will be applied in one's work

## DESIGN YOUR OWN COURSE PROPOSAL & REGISTRATION PROCESS

Please follow the steps below:

**Step 1:** Identify an area of study you plan to undertake. Complete the attached Work Plan detailing the learning activities you will engage in and estimate the number of hours you believe they will take.

**Step 2:** Submit your work plan to the Antioch Center for Continuing Education.

We prefer electronic submissions so that they may be easily forwarded by email to potential faculty advisers. Please fill out the work plan template below and e-mail it to: [CE@antiochsea.edu](mailto:CE@antiochsea.edu)

If necessary, you may submit your work plan by mail or fax to:

Antioch Center for Continuing Education  
2326 Sixth Ave  
Seattle, WA 98121

Fax: 206-268-4115

**Step 3:** The Continuing Education staff receives the Work Plan and forwards it to a potential faculty adviser for review. Once the faculty member agrees to supervise the DY0, he or she will usually contact you within 7-10 days and at that time may request more details, modifications or changes to the proposal.

**Step 4:** Once any changes have been negotiated and agreed upon by you and the faculty member, the faculty member gives formal approval for the DY0 and will instruct you to contact our office to register and pay your tuition. Please send a final version of the work plan to our office to be placed in your file.

**Step 5:** You will have six months from the date of registration to complete all activities agreed upon in the final version of the work plan. When all work is completed, the following documents are mailed to the instructor. (Instructor address will be provided)

- Course completion check list (see end of work plan template)
- Course completion form (you'll receive this when you register for the course)
- Reference list
- Time log

- Documents specified in the Work Plan
- Reflection paper

**Step 6:** The instructor reviews the submitted work and either awards a Pass or Incomplete grade. If an incomplete is awarded, the instructor will contact you to explain what work or documentation is still needed to fulfill the final work plan that was agreed upon at the time of registration. The instructor fills out and returns the course completion form to the Continuing Education Office.

**Step 7:** The credit is recorded in the database and you will receive a copy of the course completion form. As soon as credit is recorded in the CE database, you may order a transcript.

**'DESIGN YOUR OWN' PARTICIPANT WORK PLAN**

**Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phones: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

This Work Plan is a draft of your "course syllabus." Specify activities you plan to undertake for your project in the three areas below. Also, estimate the approximate number of hours it will take you to complete each activity. Please submit this form (preferably electronically) to the Antioch Center for Continuing Education: [ce@antiochsea.edu](mailto:ce@antiochsea.edu) . If necessary, it may be mailed or faxed: (please make sure to keep a copy of the work plan)

Antioch University Seattle  
Attn: Cont. Education  
2326 6<sup>th</sup> Ave  
Seattle, WA 98121  
Fax: 206-268-4115

**PROPOSED COURSE TITLE:**

\_\_\_\_\_

**BRIEF COURSE DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEARNING GOALS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEARNING ACTIVITIES:**

**DATES/ HOURS  
ANTICIPATED**

**PART 1: INFORMATION ACQUISITION ACTIVITIES:**

1. Identify the print and any non-print resources you will use to learn about your topic:

Estimate the dates and hours required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Specify how you will demonstrate to the instructor what you have learned from the above resources (e.g. write a brief paper, maintain a reading log, or make a mind map, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

**PART 2: INFORMATION APPLICATION ACTIVITIES:**

3. Identify professional activities you plan to undertake to apply your new learnings. Sample activities might include teaching a new curriculum unit, starting a school program or giving a workshop for colleagues or parents, etc.

Estimate the dates and hours required

_____	_____
_____	_____
_____	_____
_____	_____

4. Identify a knowledgeable colleague with whom you will discuss your work and from whom you will receive feedback on your course ideas

_____	_____
_____	_____
_____	_____
_____	_____

1. Describe how you will demonstrate what you have learned/accomplished to your faculty evaluator. What documentation will you submit to him or her?

_____	_____
_____	_____
_____	_____
_____	_____

**PART 3: REFLECTION ACTIVITIES:**

6. Write a three-page reflection paper that explains
- a. Your original goals for this course and whether they were met
  - b. The impact of the knowledge gained from the course on your professional practice
  - c. How you will utilize the feedback you received from a colleague
  - d. What you discovered about yourself as a learner and educator

**DESIGN YOUR OWN  
COURSE COMPLETION CHECKLIST**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROPOSED COURSE TITLE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

**COURSE COMPLETION CHECKLIST:**

Upon completion of the course, mail this list and the following documents to your instructor:

- \_\_\_ 1. A reference list of all resources used
- \_\_\_ 2. A time log of your course activities, dates, and times spent.
- \_\_\_ 3. Your Information Acquisition Activity that demonstrates what you have learned from your resources.
- \_\_\_ 4. Your Information Application Activity that applies your learning in a professional endeavor.
- \_\_\_ 5. A summary of the feedback you received on your project from a colleague.
- \_\_\_ 6. The three-page reflection paper.

**INSTRUCTOR NAME AND ADDRESS:**

(To Be Determined)