

Center for Continuing Education

2326 Sixth Ave., Seattle, WA, 98121
Telephone: 206-268-4111 Fax: 206-268-4115 e-mail:
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Syllabus and Registration

In collaboration with **Staff Development for Educators (SDE)**

Earn two, three or five graduate-level continuing education credits for Staff Development for Educators program and Antioch practicum

Course Description

This course offers educators the opportunity to earn university continuing education credits by developing activities and reflective practice based on a SDE program.

Credit Information

Antioch University will award two, three or five quarter units of graduate-level continuing education credit based upon successful completion of course requirements. These credits are professional development credits that are not part of a degree program but are used primarily for professional advancement (such as salary increments and recertification). Antioch recommends students seek approval from the 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 located outside the state.

Course Requirements

1. Attend and participate in the SDE event.
2. Write a paper reflecting on an idea or ideas that challenged or confirmed your views about improving students' learning. See Paper Requirements below.
3. Develop practical classroom activities based on what you learned in the program. Design activities that could be implemented in your classroom or work setting. The activities should be geared to the audience you work with: K-12 students, staff or others.
4. Conduct the activities in your classroom or work setting or discuss them with one or more colleagues who are also teachers.
5. Write a report that describes each activity and its results. See Paper Requirements below. The number of credits earned is based upon the number of days you attend the program in combination with your writing.

Two quarter credits (= 1.3 semester credits) = 1-day program + 2 reflections + 3 activities = 5-page minimum
Three quarter credits (= 2 semester credits) = 2-day program + 3 reflections + 4 activities = 7-page minimum
Five quarter credits (= 3.3 semester credits) = 3-day program + 4 reflections + 6 activities = 10-page minimum

6. Paper Requirements:

Use single spacing, 12-point font on all papers. Include a title page with your name, address, title and date(s) of program, and a brief (one-paragraph) description of the program. The title page also must include the grade level, number of students and any unique information about the student population with which you work.

A. Reflection on idea(s) gained from the program: Assuming that your audience is a colleague interested in improving student learning, first describe your own background (your values, experience, education) that led you to register for this event. Then describe the idea you learned about in the program that challenged or affirmed your previous knowledge, why this idea is important to you, and its implications for practice. Also relate the new idea to other findings and theories with which you are familiar.

B. Write about each practical activity separately in one page. For each activity include documentation as necessary such as student samples, photos, handouts, lesson plans. Limit to one to two samples per type of document that can fit into 9X12 envelope. Use the subheadings below to report on each activity:

1. *Activity description:* Use narrative (not bullets). List all materials that you and the participants used (e.g. books, handouts, etc.). Describe each activity thoroughly as if the reader were not familiar with the topic.
2. *Learning Objectives:* Write a specific objective for each activity and explain how you plan

to accomplish it.

3. *Appropriateness of Activity for Targeted Students:* Explain how each activity meets students' developmental needs.

4. *Correlation of Activity to the Program:* Make explicit connections between what you learned at the program and the activities planned and implemented.

5. *Student Evaluation and Assessment:* Evaluate the students' learning experience and describe the assessment method. Be sure the assessment relates to the objective in B above. Include examples of assessment tools if applicable.

6. *Self Evaluation:* Evaluate your own strengths and weaknesses as you developed and implemented or discussed the implementation of these activities. Discuss what you would do differently.

Confirmation of Enrollment, Grades and Transcripts

Upon registration, you will receive a confirmation that assigns you to a faculty member. You will send the faculty member your work and a copy of the grading rubric that will be used to evaluate your work. You may send your transcript request form to Antioch. Antioch awards Pass/Incomplete grades only (no exceptions).

Submitting Reports

The papers are due (postmarked) four months from the date of the program. You will send them directly to the faculty member to whom you are assigned. Your report will not be returned to you. You will receive an instructor feedback form along with your Pass/No Pass grade. For questions, e-mail continuinged@antiochsea.edu or call 206-268-4111 (9 a.m. to 5 p.m. PST).

How to Register

1. The cost of credit is: \$85 for two credits, \$120 for three credits and \$195 for five credits.
2. Enroll directly with Antioch University by mail, fax or phone. Follow the instructions on the registration form and submit as soon as possible, but no later than one month after attending the program and at least two weeks before you submit your coursework. Keep the Course Requirements portion of this form for guidance on paper writing.
3. Your confirmation will serve as your registration receipt.

-----cut and send registration form to Antioch-----

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Registration

In collaboration with Staff Development for Educators (SDE)

Registration Information Please Print Clearly	Student's Name _____ Street Address _____ City/State/Zip _____ E-mail _____ Social Security Number _____ Birthday _____ Work Telephone (____) _____ Home Telephone (____) _____ Continuing Education Credits: <input type="radio"/> Two Credits: \$85 <input type="radio"/> Three Credits: \$120 <input type="radio"/> Five Credits: \$195
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Workshop Information	SDE Program Name _____ Location of Program Attended _____ City/State _____ Month/Day(s)/Year Attended or Plan to Attend _____
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Payment	Tuition Amount _____ Payment Method <input type="radio"/> Check # _____ <input type="radio"/> Visa <input type="radio"/> MasterCard Card # _____ Expires _____ Signature _____ Date _____
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