



**REGISTRATION FORM for Graduate Level Credit  
SDE/Ed2Go Online Courses**

**\*\*Course Numbers Revised October 2011\*\***

Fax form to **949-754-1337 (secure fax server)**, or mail to:  
 Brandman University  
 Extended Education, SDE/ED2Go Online Course  
 16355 Laguna Canyon Rd,  
 Irvine, CA 92618

Questions?  
[k12@brandman.edu](mailto:k12@brandman.edu)  
 Phone: (949) 341-9857

Name:			
Address:			
City:		State:	ZIP:
Home Phone:			
Work Phone:			
Email:			
Social Security No.:			
Ed/2Go Online Course, and Start and Completion Dates:			
<b>Payment Information</b>			
Check: Make payable to <b>Brandman University</b>			
Total Payment	\$ _____		
Card Type (check):	Visa _____    Master Card _____    Discover _____		
Credit Card No.:	_____ / _____ / _____ / _____		
Expiration Date:	____ / ____		
Signature:			

√	Course #	Course Title	# of Units	Price 1 credit / 2 credits
1	<b>EDLU 9012</b>	A to Z Grant Writing	<b>1 only*</b>	\$65/\$130
2	<b>EDEU 9003</b>	An Introduction to Teaching ESL/ELF	1 or 2	\$65/\$130
3	<b>EDKU 9010</b>	Creating a Classroom Web Site	1 or 2	\$65/\$130
4	<b>EDRU 9015</b>	Creating K-12 Learning Materials	1 or 2	\$65/\$130
5	<b>EDRU 9016</b>	Creating the Inclusive Classroom: Strategies for Success	1 or 2	\$65/\$130
6	<b>EDNU 9023</b>	Differentiated Instruction and R.T.I. Connection	1 or 2	\$65/\$130
7	<b>EDRU 9017</b>	Differentiated Instruction in the Classroom	1 or 2	\$65/\$130
8	<b>EDKU 9011</b>	Easy Classroom Podcasting	1 or 2	\$65/\$130
9	<b>EDNU 9024</b>	Empowering Students with Disabilities	1 or 2	\$65/\$130
10	<b>EDLU 9013</b>	Enhancing Language Development in Childhood	1 or 2	\$65/\$130
11	<b>EDCU 9012</b>	Get Assertive!	1 or 2	\$65/\$130
12	<b>EDLU 9014</b>	Guided Reading and Writing: Strategies for Achievement	1 or 2	\$65/\$130
13	<b>EDLU 9015</b>	Guided Reading: Strategies for the Differentiated Class	1 or 2	\$65/\$130

14	<b>EDKU 9012</b>	Guiding Kids on the Internet	1 or 2	\$65/\$130
15	<b>EDKU 9013</b>	Integrating Technology in the Classroom	1 or 2	\$65/\$130
16	<b>EDAU 9000</b>	Leadership	1 or 2	\$65/\$130
17	<b>EDKU 9014</b>	Microsoft Excel 2003 in the Classroom	1 or 2	\$65/\$130
18	<b>EDKU 9015</b>	Microsoft Excel 2007 in the Classroom	1 or 2	\$65/\$130
19	<b>EDKU 9016</b>	Microsoft PowerPoint 2003 in the Classroom	1 or 2	\$65/\$130
20	<b>EDKU 9017</b>	Microsoft PowerPoint 2007 in the Classroom	1 or 2	\$65/\$130
21	<b>EDKU 9018</b>	Microsoft Word 2003 in the Classroom	1 or 2	\$65/\$130
22	<b>EDKU 9019</b>	Microsoft Word 2007 in the Classroom	1 or 2	\$65/\$130
23	<b>EDLU 9016</b>	Ready, Set, Read!	1 or 2	\$65/\$130
24	<b>EDLU 9017</b>	Response to Intervention: Reading Strategies that Work	1 or 2	\$65/\$130
25	<b>EDRU 9018</b>	Singapore Math Strategies: Model for Drawing for 1-6	1 or 2	\$65/\$130
26	<b>EDRU 9019</b>	Singapore Math: Number Sense and Computational Stra.	1 or 2	\$65/\$130
27	<b>EDCU 9013</b>	Solving Classroom Discipline Problems	1 or 2	\$65/\$130
28	<b>EDCU 9014</b>	Solving Classroom Discipline Problems II	1 or 2	\$65/\$130
29	<b>EDUU 9007</b>	Speed Spanish	1 or 2	\$65/\$130
30	<b>EDUU 9008</b>	Speed Spanish II	1 or 2	\$65/\$130
31	<b>EDUU 9009</b>	Speed Spanish III	1 or 2	\$65/\$130
32	<b>EDUU 9010</b>	Survival Kit for New Teachers (US)	1 or 2	\$65/\$130
33	<b>EDEU 9004</b>	Teaching ESL/EFL Grammar	1 or 2	\$65/\$130
34	<b>EDEU 9005</b>	Teaching ESL/EFL Reading	1 or 2	\$65/\$130
35	<b>EDEU 9006</b>	Teaching ESL/EFL Vocabulary	1 or 2	\$65/\$130
36	<b>EDRU 9020</b>	Teaching Math: 4-6	1 or 2	\$65/\$130
37	<b>EDRU 9021</b>	Teaching Preschool: A Year of Inspiring Lessons	1 or 2	\$65/\$130
38	<b>EDRU 9022</b>	Teaching Science: Grades 4-6	1 or 2	\$65/\$130
39	<b>EDKU 9020</b>	Teaching Smarter With SMART Boards	1 or 2	\$65/\$130
40	<b>EDNU 9025</b>	Teaching Students with Autism: Strategies for Success	1 or 2	\$65/\$130
41	<b>EDNU 9026</b>	Teaching Students with Learning Disabilities	1 or 2	\$65/\$130
42	<b>EDLU 9018</b>	Teaching Writing: Grades 4-6	1 or 2	\$65/\$130
43	<b>EDKU 9021</b>	The Classroom Computer	1 or 2	\$65/\$130
44	<b>EDDU 9021</b>	The Creative Classroom	1 or 2	\$65/\$130
45	<b>EDCU 9015</b>	Understanding Adolescents	1 or 2	\$65/\$130
46	<b>EDKU 9022</b>	Using the Internet in the Classroom	1 or 2	\$65/\$130
47	<b>EDKU 9023</b>	Web 2.0: Blogs, Wikis, and Podcasts	1 or 2	\$65/\$130
	<b>TOTAL</b>			\$

\* Course does not fit practicum requirements

All coursework to be completed within a six-month period from online course completion date  
 To request an official transcript: <http://www.brandman.edu/exed/resources/transcripts.asp>

### Course Description

This course offers educators the opportunity to earn one university credit by completing an SDE/Ed2Go online course or to earn two university credits by completing the course and developing practical activities based on the course.

### Credit Information

Brandman University will award 1 or 2 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. Registrations for credit must be received within 30 days of completing the SDE/Ed2Go online course.

### Course Requirements

- For 1 credit:** First enroll in and complete an SDE/Ed2Go online course. Then send in your SDE/Ed2Go course completion certificate **with** the Brandman registration form. **NO ADDITIONAL COURSEWORK IS REQUIRED.** A score on the final exam of 70%-79% will be given a grade of "C;" a score of 80%-89% will be given a grade of "B;" a score of 90%-100% will be given a grade of "A."
- For 2 credits:** First enroll in and complete an SDE/Ed2Go online course. Then fax or mail the Brandman registration form and complete the follow-up practicum as described below:
- Develop 3 practical activities based on the online course. 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.
- Conduct activities in your classroom/work setting. Refer to Frequently Asked Questions (FAQs) if not currently in a classroom setting.
- 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.
- The report must include a **Title Page** with your name, address (for sending your grade), Brandman ID # (refer to confirmation letter), title of course, course date, and a brief (one paragraph) description of the course. 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.).
- You will be graded on the accuracy of the title page, each of the components in # 8 below as well as the **Quality of the Overall Paper**, which includes the format, grammar, spelling, punctuation, required length, and other overall qualities.
- Write about each activity separately. Use the subheadings below to report on each activity. Label subheadings clearly.
  - 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.
  - Learning Objectives:** Write specific learning objectives for each activity. Include what you wish to achieve and how you will accomplish it.
  - Appropriateness of Activities for Targeted Students:** Explain how the activities meet appropriate developmental needs of the participants/students.
  - Correlation of Activities to the Online Course:** Discuss how the activities relate to the course content.
  - Student Evaluation and Assessment:** Evaluate the students' learning experience and describe the assessment methods. Relate the assessment to objectives stated in B above.
  - 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.

### Submitting Report

- Upon registration for 2 credits, you will receive a confirmation letter/receipt, Brandman ID # and the name and address of your grader. Send your coursework to that address. Do not send coursework to Brandman University.
- A copy of your online course completion participation certificate **must** be included with your report to be accepted for grading,
- Submit a copy of your online test score/progress report to show final exam grade.
- The final report is due (postmarked) **six months** from the end date of the online course. Extensions are not allowed. Your report will not be returned to you. You will receive a grade by mail. Grades will be determined by a combination of your Brandman written report and your score on the final SDE/Ed2Go online exam. Allow 4 weeks for grading.

### Confirmation Letters

Upon registration, students will receive a confirmation letter, which also serves as your receipt for the course. Students who wish to earn 2 credits may begin working on the follow-up practicum before receiving their confirmation letter. You may safely assume that your registration will be successful, and you may view the rubric and sample format below:

## **How to Register for Graduate Credit**

1. By mail: Send the Brandman University registration form along with your payment to: Brandman University, Extended Education, SDE/Ed2Go Online Course, 16355 Laguna Canyon Rd., Irvine, CA 92618.
2. By fax: Include your credit card number and fax the registration form to: 949-754-1337.
3. For 1 credit: Fax or mail a copy of:
  - SDE/Ed2Go online course completion certificate
  - A copy of your online course test score/progress report (*This page shows your name, course title, course start date, and quiz final score*).
  - Brandman University registration form with payment

### **NO ADDITIONAL COURSEWORK IS REQUIRED for one credit.**

4. For 2 credits: Fax or mail only the Brandman University registration form and payment. Course completion certificate and online course final exam score must accompany coursework.
5. Submit your registration form within 30 days of having completed the SDE/Ed2Go online course.
6. Your confirmation letter from Brandman University will serve as your receipt.
7. Frequently Asked Questions (FAQs) may be found on our website:  
[http://www.brandman.edu/exed/divisions/k\\_12/faqs.asp](http://www.brandman.edu/exed/divisions/k_12/faqs.asp)
8. Further questions email: [k12@brandman.edu](mailto:k12@brandman.edu) or phone 949-341-9857.

### 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
<b>Title Page (0-2 points)</b> 2 – Includes all information described in report requirements 1 – Most information included 0 – Course summary missing		<b>Self-Evaluation (0-2 points)</b> 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	
<b>Activity Description (0-4 points)</b> 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		<b>Quality of Overall Paper (0-2 points)</b> 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	
<b>Learning Objectives (0-3 points)</b> 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		<b>Final Exam Grade SDE/Ed2Go Online Course (1-3 points)</b> 3 – Grade of A, 90% - 100% on SDE/Ed2Go final exam 2 – Grade of B, 80% - 89% on SDE/Ed2Go final exam 1 – Grade of C, 70% - 79% on SDE/Ed2Go final exam	
<b>Appropriateness of Activities for Targeted Students (0-1 point)</b> 1 – Activities appropriate for grade and ability levels 0 – Activities inappropriate or targeted students not defined		<b>TOTAL POINTS</b>	
<b>Correlation of Activities to the Online Course (0-1 point)</b> 1 – All activities correlated to course topic 0 – Correlation of activities to course was unclear		<b>GRADE</b>	
<b>Student Evaluation and Assessment (0-2 points)</b> 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		<b>Grade Scale:</b> <b>A = 20-18, B = 17-16, C = 15-14, No Pass = 13 - below</b>	
<b>Comments:</b>			