



## How to Register

1. By mail: Send the registration portion of this form, along with your payment to:  
 Brandman University,  
 Extended Education, SDE Practicum,  
 16355 Laguna Canyon Rd.,  
 Irvine, CA 92618
2. By fax: Include credit card number and fax this page to: 949-754-1337.
3. Participation Certificate must be included with coursework, but not needed with registration.
4. Submit your registration form within 30 days of attending the seminar.
5. A different course number will automatically be allocated if necessary to avoid duplication.
6. Your confirmation letter (showing course number) will serve as your receipt.
7. Refund Policy: [www.brandman.edu/ExEd/k-12/refundPolicy.asp](http://www.brandman.edu/ExEd/k-12/refundPolicy.asp)

- FAQs may be found on our website: [www.brandman.edu/ExEd/k-12](http://www.brandman.edu/ExEd/k-12)
- Further questions: Email [k12@brandman.edu](mailto:k12@brandman.edu) or phone 949-341-9857.
- Transcript: Information on ordering a transcript at completion of course may be found at: [www.brandman.edu/ExEd/k-12/forms/transcriptReq.asp](http://www.brandman.edu/ExEd/k-12/forms/transcriptReq.asp)

### Registration for SDE Seminar Practicum

Clip and Mail this form to Brandman address above, or fax with credit card number to 949-754-1337

<b>Check one:</b>		<input type="checkbox"/> EDPU 9232 \$65.00 (1 day seminar)	<input type="checkbox"/> EDPU 9268 \$195.00 (3 day seminar)
		<input type="checkbox"/> EDPU 9256 \$130.00 (2 day seminar)	<input type="checkbox"/> EDPU 9272 \$260.00 (4 day seminar)
Last Name	First Name	M.I.	Seminar Title
Address			Seminar Date
City	State	Zip	<b>Make check payable to Brandman University. Circle payment type.</b>
Phone/Home ( )	Work ( )		
Social Security Number			Card Number <u>Exp. Date</u>
Email Address			
If previously enrolled at Brandman using a different name, state name			Total Amount      Signature
<b>Office Use Only:</b>			
Grade			
Grader			

### 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 – Seminar 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>Documentation (0-3 points)</b> 3 – Clear examples of documentation for every activity/project are attached 2 – Examples of documentation for 2 out of 3 activities attached 1 – Examples of documentation for 1 activity/project attached 0 – No examples of documentation attached	
<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 Seminar (0-1 point)</b> 1 – All activities correlated to seminar topic 0 – Correlation of activities to seminar 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>			

## Sample

This sample format is designed to assist participants to complete the report using the correct guidelines. Be sure to review all course requirements carefully, and label subheadings clearly (per #7 under Course Requirements).

You may review Frequently Asked Questions (FAQs) at:  
[www.brandman.edu/ExEd/k-12](http://www.brandman.edu/ExEd/k-12).

If you have further questions, please contact us at:  
[K.12@brandman.edu](mailto:K.12@brandman.edu) or 949-341-9857.

## Title Page

Name

Address

Brandman University I.D. (refer to confirmation of Brandman University registration)

Seminar Title

Seminar Date

Seminar Description: *This should be a **one paragraph** description of the seminar.*

Grade Level

Number of students

Student Population Information (at risk, ESL, etc.)



### **Documentation**

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.

***Congratulations – you’re DONE!***

***But first, review this checklist.***

#### *Checklist:*

- *Did you include all of the activities? You should have three activities written one at a time. That is, complete your writing for activity 1 (description, objectives, evaluation etc.). Then begin the process again for Activity 2. Then begin again for Activity 3.*
- *Is the font 12 points?*
- *Are the margins one inch?*
- *Do you have at least one full page for each activity (not including the title page or documentation)?*
- *If you included photographs, did you mount each and provide captions?*
- *Did you staple the paper? Do not send the paper in a report cover.*
- *Complete your report individually; no group reports are permitted.*