

Course Description

This course offers educators the opportunity to earn university credits by developing practical activities based on an SDR seminar.

Credit Information

Brandman University will award 1 semester hour 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.

Course Requirements

1. Attend and participate in the entire seminar.
2. Develop 3 practical activities based on the seminar presentation. 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.
3. Conduct the activities in your classroom/work setting. Refer to www.brandman.edu/k-12 (FAQs) if not currently in a classroom setting.
4. 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.
5. The report must include a **Title Page** with your name, address (for sending your grade), Brandman ID # (refer to confirmation letter), title of seminar, seminar date, and a brief (one paragraph) description of the seminar. 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.).
6. You will be graded on the accuracy of the title page, each of the components in # 7 below as well as the **Quality of the Overall Paper**, which includes the format, grammar, spelling, punctuation, required length, and other overall qualities.
7. Write about each activity separately. Use the subheadings below to report on each activity. Label subheadings clearly.
 - A. 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.
 - B. Learning Objectives:** Write specific learning objectives for each activity. Include what you wish to achieve and how you will accomplish it.
 - C. Appropriateness of Activities for Targeted Students:** Explain how the activities meet appropriate developmental needs of the participants/students.
 - D. Correlation of Activities to the Seminar:** Discuss how the activities relate to the seminar content.
 - E. Student Evaluation and Assessment:** Evaluate the students' learning experience and describe the assessment methods. Relate the assessment to objectives stated in B above. Include samples of the assessment tools, if applicable.
 - F. 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.
8. 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.

Submitting Report

- Upon registration, you will receive a confirmation letter/receipt, your Brandman ID # and the name and address of your grader. Send your coursework to that address.
- **DO NOT** send coursework to Brandman University or SDR. Grading takes approximately 4 weeks.
- A copy of your Professional Growth Attendance Verification form **must** be included with your report to be accepted for grading.
- The final report is due (postmarked) **six months** from the date of the seminar with no extensions. Your report will not be returned to you. You will receive a grade by mail.

Confirmation Letters

We encourage you to begin working before you receive your confirmation letter. You may safely assume that your registration will be successful, and you may view the rubric and sample format by selecting SDR PDF FORM at:

<http://www.brandman.edu/ExEd/k-12/courses/seminarFollowup.asp>.

How to Register

1. Mail or fax all registrations to: **Brandman University, Ext. Ed., SDR Practicum, 16355 Laguna Canyon Road, Irvine, CA 92618.** For questions, email K12@brandman.edu, or call (949) 341-9857.
2. Keep the upper portion of the form. These are the instructions for your coursework.
3. To fax the registration below: fax the whole page or paste the registration form onto 8½” x 11” letter size paper and fax to (949) 754-1337.
4. Submit your registration within 30 days of attending the seminar.
5. Your confirmation letter from Brandman University will serve as your receipt.
6. FAQs and information about obtaining a transcript may be found on our website: www.brandman.edu/ExEd/k-12.



EDPU 9810 Staff Development Resources Practicum (SDR) (1 credit)

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

Last Name	First Name	M.I.	Seminar Title	
Address			Seminar Date	
City	State	Zip	Make \$65 check payable to Brandman University. Circle payment type.	
Phone/Home ()	Work ()		<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
Social Security Number			<input type="checkbox"/> Discover	<input type="checkbox"/> Check
Email Address			Card Number	Exp. Date
If previously enrolled at Brandman using a different name, state name			Total Amount	Signature
Office Use Only:				
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
Title Page (0-2 points) 2 – Includes all information described in report requirements 1 – Most information included 0 – Seminar summary missing		Self-Evaluation 0-2 points) 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	
Activity Description (0-4 points) 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		Quality of Overall Paper (0-2 points) 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	
Learning Objectives (0-3 points) 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		Documentation (0-3 points) 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	
Appropriateness of Activities for Targeted Students (0-1 point) 1 – Activities appropriate for grade and ability levels 0 – Activities inappropriate or targeted students not defined		TOTAL POINTS	
Correlation of Activities to the Seminar (0-1 point) 1 – All activities correlated to seminar topic 0 – Correlation of activities to seminar was unclear		GRADE	
Student Evaluation and Assessment (0-2 points) 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		Grade Scale: A = 20-18, B = 17-16, C = 15-14, No Pass = 13 - below	
Comments:			

Sample Format

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 at:

www.brandman.edu/ExEd/k-12

If you have further questions, please contact us at:

K.12@brandman.edu or call 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.*