

EARN 1, 2, or 3 GRADUATE LEVEL CREDITS Heinemann WORKSHOP and PRACTICUM

Course Description

This course offers educators and related personnel the opportunity to earn university credits by developing practical activities based on a Heinemann workshop.

Credit Information

Chapman University graduate-level extension courses are designed to serve the needs of those requiring professional upgrading and to enable teachers and administrators to meet requirements for salary increment steps and for recertification. Individuals desiring to include this course in a Master's Degree program offered at another institution should secure the approval of that institution prior to enrollment. Chapman University is accredited by the Western Association of Schools and Colleges. Upon completion of a practicum project, participants will earn up to 3 semester hours of graduate-level credit through Chapman University. Credit is not applicable for state licensing in Wisconsin and Vermont and may not be applicable in Ohio.

Course Requirements

- Attend and participate in the entire seminar for 1, 2, or 3 days.
- Develop 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.
- The number of credits earned is based upon the number days you attend the seminar. Each credit requires 3 activities. For every 3 activities, the paper must be at least 3 full pages (not including title page or documentation, typed and single-spaced).
 $1 \text{ day} = 3 \text{ activities} = 1 \text{ credit} = 3 \text{ page minimum}$ $2 \text{ days} = 6 \text{ activities} = 2 \text{ credits} = 6 \text{ page minimum}$
 $3 \text{ or more days} = 9 \text{ activities} = 3 \text{ credits} = 9 \text{ page minimum}$

Conduct the activities in your classroom/work setting, and prepare to write about the results. Complete a written report about your experience. Organize the report as follows, and clearly label each subheading:

Title Page: The title page must include your name, address, social security number, 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.).

Activity Description: Activities must be applicable to your students/program participants. Describe each activity in detail, using narrative form (no bullets, no numbers, no incomplete sentences). List all materials that the participants and instructor 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 Seminar: Discuss how the seminar content relates to the activities.

Student Evaluation and Assessment: Evaluate the students' learning experience and describe the methods used for assessment. Relate the assessment to the objectives stated earlier. Include samples of the assessment tools, if applicable.

Instructor 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.

Quality of Overall Paper: The grader will review the format, grammar, spelling, punctuation, and other overall qualities of the paper. Use a 12 inch font and one inch margins. Staple the paper together. Do not send the paper in a report cover.

Documentation: Include documentation for each activity (e.g. samples of participants' work, handouts, lessons plans and/or other materials). For ease of mailing, samples should fit in a 9x12 envelope. The samples will not be returned.

Confirmation, Grades and Transcripts

Within two weeks of enrollment, you will receive a confirmation letter, a transcript request form and a copy of the grading rubric that will be used to evaluate your work. The rubric is based on the report requirements outlined above. If you would like to start your paper quickly, you may view the rubric on line at <http://www.chapman.edu/k12/seminarstart.htm>. Choose "grading rubric."

Submitting Report

The final report is due (postmarked) four months from the date of the seminar. Mail all registrations and coursework to:
Chapman University, Dept. of Extended Education, Heinemann Workshop, One University Drive, Orange, CA 92866.
 For questions, call **800-392-8704** (8am to 5 pm PST). Your report will not be returned to you. You will receive an instructor feedback form containing your grade.

How to Register

- You may enroll directly with Chapman University within 30 days of the conference by mail, phone, fax, or internet. Follow the instructions on the registration form, and submit with a copy of your certificate of participation.
- Your confirmation letter will serve as your registration receipt.

Registration for Heinemann Workshop Practicum

Clip and Mail this form to Chapman address above, fax with credit card number to 714-997-6641, call 800-392-8704 or visit www.chapman.edu/k12.

Check one:				<input type="checkbox"/> EDUC 9753A \$62.00 (1 day seminar)	<input type="checkbox"/> EDUC 9078B \$124.00 (2 day seminar)
				<input type="checkbox"/> EDUC 9079B \$186.00 (3 days + seminar)	
Last Name	First Name	M.I.	Full Seminar Name		
Address			Seminar Date		
City ()	State ()	Zip	\$62.00 Fee in U.S. Funds for each semester unit of credit. Make check payable to Chapman University. Circle payment type.		
Phone/Home	Work		Visa	Master Card	Discover Check
Social Security Number			Card Number		Exp. Date
If previously enrolled at Chapman using a different name, state name			Total Amount	Signature	
Office Use Only:					
Grade					
Instructor					

