

## EARN 1 GRADUATE ELECTIVE CREDIT By Developing Practical Activities Based on a *Quest Education Systems Workshop*

### Course Description

This course offers educators the opportunity to earn university credits by developing practical activities based on a Quest Education Systems Workshop.

### Credit Information

Brandman University Extended Education 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 workshop.
2. Develop 3 practical activities based on the workshop 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.chapman.edu/k-12](http://www.chapman.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), social security number, title of workshop, workshop date, and a brief (one paragraph) description of the workshop. 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 Workshop:** Discuss how the activities relate to the workshop 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 verifying your registration and grader information. Your grader letter will give you the contact information of your grader and will indicate where to send your coursework.

- **DO NOT** send coursework to Brandman University Extended Education. Grading takes approximately 4 weeks.
- A copy of your workshop participation certificate **MUST** be included with your report to be accepted for grading.
- The final report is due (postmarked) **six months** from the date of the workshop. Extensions not allowed. 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 at: <http://www.chapman.edu/ExEd/k-12/courses/workshopFollowup.asp>

**How to Register**

1. Please mail or fax all registrations to: **Brandman University Extended Education, Quest Education System Workshop Practicum, 16355 Laguna Canyon Road, Irvine, CA 92618**. For questions, email us at [K12@chapman.edu](mailto:K12@chapman.edu) or call (949) 341-9867
2. FAQs on our website: <http://www.chapman.edu/exed/k-12>
3. Copy the front side of the registration form. These are the instructions for your coursework.
4. Copy the form below onto 8 ½ X 11 paper then fax it to (949) 754-1337.

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Clip and mail this form to the Brandman address above or fax per instructions above.

Last Name	First Name	M.I.	Workshop Title/Session Number	
Address			Workshop Date	
City	State	Zip	<b>Make \$65 check payable to Brandman University.      Circle payment type.</b> Visa                  Master Card                  Discover                  Check	
Phone/Home (     )		Work (     )		
Social Security Number			Card Number	Exp. Date
Email Address				
If previously enrolled at Chapman using a different name, state name			Total Amount	Signature
<b>Office Use Only:</b> <b>Grade</b> <b>Instructor</b>				