

Directed Study - Non Travel

Course Number is Assigned Upon Enrollment

1 to 4 Semester Units of Professional Development Credits

Tuition: \$110 per credit

Course Description:

Opportunities arise in teaching where individualized situations can be utilized to develop classroom projects, lesson plans, units of study, and/or program emphases that will greatly benefit learning environments. This course offers the flexibility to design units of credit based on those experiences. These experiences could include, but are not limited to, attended workshops or seminars, travel, personal curriculum development activities and instructional experiences.

Course Objectives:

To develop enriching programs of study or presentations through various means that will become study units of educational value to the intended audience. These audiences may be comprised of students, fellow professionals, or specifically designated recipients.

Course Outline:

Specific course work will be determined based on the event, assignments chosen in relationship to that event, and grading criteria set forth in the Assignment Requirements. A minimum of 15 hours per credit earned is required. District approval is recommended.

Method of Evaluating Student's Performance:

Review and evaluation of submitted course work based on depth, originality, relevance to course topic and specific topic criteria outlined in course instructions, and verification of attendance and/or participation. Credit will be issued upon successful completion of course requirements. An official transcript is issued upon request.

For more information, or to enroll by phone with MasterCard or VISA,
call toll free **1-800-762-0121**

•
LOYOLA MARYMOUNT UNIVERSITY is accredited by the
Western Association of Schools and Colleges

LMU|LA
Extension

The semester units of non-degree, professional development credits, designed to provide educators professional upgrading and salary advancement credit. They are not applicable toward degree program at Loyola Marymount University.

ENROLLMENT INFORMATION

- 1) Your course work will receive a credit (CR) or no credit (NC). The CR is described on the transcript as the equivalent of a letter grade of B or better. Credits are semester hours of professional development credit, and they will appear on an Official Transcript from the Registrar's Office.

- 2) Because LMU's interpretation of "graduate" means toward a degree (which this credit is not), we do not describe the credit as "graduate credit." IT IS POST-BACCALAUREATE, PROFESSIONAL DEVELOPMENT CREDIT. The term "post-baccalaureate" is used because the professional development course material is designed for educators with baccalaureate degrees and appropriate teaching credentials. To that then, the University uses the term "graduate level." Most districts will not have a problem with this, but we recommend you check if you have any doubt or question.

- 3) The **maximum number of credits** allowable per semester is fifteen (15). The term dates are as follows:

Fall	September 1 through December 31
Spring	January 1 through May 14
Summer	May 15 through August 31

- 4) **Credit is recorded in the term of enrollment.** For example, if you enroll on January 20, 2003 (spring semester) but do not complete the course work until September 15, 2003 (fall semester), the credit will appear in the spring term on the transcript. You will receive a letter from the Instructor/Coordinator upon completion that will give you the actual date of completion, but the transcript will reflect that the credit was received during the semester you enrolled in the course. TRANSCRIPTS ARE ISSUED AT THE TIME THEY ARE REQUESTED.

Always check with your district, and please don't hesitate to call the Enhancement Courses® office at 1-800-762-0121 if you have any questions or require further clarification.

We at the Enhancement Courses® Office sincerely appreciate your utilizing our programs to further your professional development.

REGISTRATION CHOICES

Thank you for your interest in enrolling in our Directed Study course!

If, after reviewing the materials and requirements, you wish to earn credit(s) through this program, please determine how many credits you wish to earn and enroll in one of the three ways described below:

- 1) Send the enrollment form below to us at the Costa Mesa address along with completed course work. You will receive acknowledgement of your grade and a receipt for payment at that time, **or**
- 2) call us at 1-800-762-0121 whenever you are ready and enroll using a credit card. Send your course work in for grading within a year of your enrollment date, **or**
- 3) send in the enrollment form below to the Costa Mesa address at any time with a check or money order, and send it in with your course work for grading within a year of enrollment.

Regarding 2 and 3 above, you will receive a receipt for your enrollment which will also provide you with the course number assigned. Your course and grade acknowledgement will be sent to you a few days after receipt of your completed course work.

Please do not hesitate to contact us if you have any questions!



DIRECTED STUDY REGISTRATION FORM



Today's Date: _____

The area of emphasis I will be studying is: _____
History, language, special ed, ESL, math, administration, etc., or a brief description of what you will be studying.

I am enrolling for _____ credits.

Enclosed is my check or money order for \$_____ representing \$110 PER CREDIT payable to ACCREDITED CPE, INC., **or** ...

please charge my VISA MasterCard AMEX Number _____

Expiration Date _____ Signature _____

Name _____ *SS# _____

Street Address _____

City _____ State _____ Zip _____

Phone # (_____) _____ *Date of Birth _____ Male _____ Female _____

Your School District _____

Your e-mail address: _____

MAIL TO: LMU Enhancement Courses, 3151 Airway #B-2, Costa Mesa, CA 92626



enhancement courses®

FOR THE TEACHING PROFESSIONAL

Presented in cooperation with

LMU Extension, Loyola Marymount University

Proudly serving educators since 1988

ASSIGNMENT REQUIREMENTS

Name: _____

Social Security or Student ID Number:

I wish to receive _____ credits (see below)

GENERAL

1. **Place this Cover Page on top of your course work when submitted for grading** with the above information completed.
2. **Bibliography:** At the end of your assignments, include at least three (3) resources used in the paper; i.e., books, articles, colleagues' ideas (list name and school of colleague.)
3. **Appearance:** Assignments should be typed and double-spaced.
4. **Length (based on credits desired - see below):** Do not count the cover page, bibliography, photocopies of published materials or appendices when determining the amount of required course work.

GRADING CRITERIA

The following criteria is for ONE credit. If more than one credit is desired, multiply the requirement by the number of credits desired. Instructor considers depth, originality, relevance to course topic, and appearance of assignments, as well as adherence to the criteria described below.

To receive a grade of CR: Address three (3) items listed on the following page. The body of the assignment must be at least six (6) pages in length. Students not meeting the minimum requirements for CR will receive an NC (no credit.)

MAKE COPIES OF EVERYTHING BEFORE YOU MAIL YOUR COURSE IN FOR GRADING. If you do not, you may run the risk of your course work being lost in the mail. If that should happen and you cannot provide proof that they were completed or received by us, we would not be able to grade your course.

Please call 1-800-762-0121 if you have any questions!



enhancement courses®

FOR THE TEACHING PROFESSIONAL

Presented in cooperation with

LMU Extension, Loyola Marymount University

CHOICES TO COMPLETE COURSE WORK

You may choose any of the items below to comprise your course work. See “Grading Criteria” to determine how many items you need to address to fulfill the number of credits you wish to receive. Please clearly identify each item with a heading on your course work.

1. Describe your start-up implementation of the program as applicable to your classroom or specific teaching area; i.e., special ed, gifted, LEP, Chapter 1, etc.
2. Diagram a classroom set up and a bulletin board idea.
3. List materials needed and on hand to implement the program.
4. Describe assessment strategies you can use to implement the program.
5. Evaluate the program and why it works.
6. Outline a theme, integrating at least three areas of the curriculum, emphasizing the program presented in the workshop. You can write three themes to count toward three “items.”
7. Develop a lesson plan based on concepts presented in the workshop. You can write three lesson plans to count toward three “items.”
8. Compare program with another program with standards or guidelines used by your school, district, or state, or as recommended by a national teaching association.
9. Relate educational theory to the program.
10. Identify and write about a topic of your choice.
11. Write your personal reaction to a journal article or a chapter of a teacher resource book that relates to the workshop topic or travel experience. Include a synopsis and answer the question, “How could this chapter or article support what I learned and what I practice in my classroom or profession?” You can write up to three reactions to count toward three “items.”

**BE SURE THE ITEMS YOU CHOOSE ARE CLEARLY RELATED
ON YOUR COURSE WORK ASSIGNMENTS.**

EVALUATION CRITERIA

General:

1. Time requirements are met (15 hours/unit). Time log **must** be submitted with completed course work.
2. Directions are followed. Each element in the course is completed as directed.
3. All assignments are completed.

Assignments:

1. Assignments are sufficient in length and content. Papers fulfill the required length, and the content is thoughtful and concise
2. Learning objectives are clearly stated. Learning objectives are clearly stated and include measurable outcomes.
3. Proper techniques are utilized. The activities, reports thereon and reporting techniques meet the objectives stated by the instructor.

On-Site Assignments (if included):

Visits or attendance are verified. Appropriate receipts and proof of visits or attendance are included with properly completed assignments.

Critical Thinking Skills:

Completed course work contains critical thinking utilization. The definition of “critical thinking” for this course means that you, the student, are able to take information gathered, either factual or theoretical, and through a process of analysis and synthesis, apply learning theory to a practical situation -- to apply the abstract in a practical way.

TIME LOG

Directed Study - Non Travel

Name: _____

Social Security Number: _____

or Student ID _____

Course #: _____ # Credits: _____

A requirement for this course is that this log of time spent on various aspects of the course be completed and returned with the course work.

TIME SPENT

Reading: _____

In Workshops or Lectures: _____

Formulating Lesson Plans: _____

Writing: _____

Other _____: _____

Total Time Spent on This Course: _____ Hours

I certify that the content of my assignments is a result of the investment of my own time and effort, and that nothing has been shared or secured from any other source, for which the penalty would be a failing grade for the course, inability to enroll in any future Enhancement Courses®, non-acceptance of any outstanding courses, and forfeiture of tuition.

Signature: _____ Date: _____

IMPORTANT NOTE: All submitted course work must be original. **No photocopies will be accepted.**



To Whom It May Concern:

This letter is offered as a further explanation of the type of credit earned by taking Professional Development courses through Loyola Marymount University.

Professional Development courses are offered by Loyola Marymount Extension and are publicized as post-baccalaureate courses. The term post-baccalaureate is used because the professional development course material is designed for educators with baccalaureate degrees and appropriate teaching credentials and require a minimum of 15 hours of course work per semester hour of credit. To that end, the University uses the term "graduate level."

Professional Development courses are held off campus and are not given a Graduate course number as they are not eligible toward a degree at Loyola Marymount University.

They are designed to enable teachers and administrators to meet requirements for salary increment steps and for recertification. All applicants are advised to seek advance approval of these courses from officers in their school district or state.

Loyola Marymount University is accredited by the Western Association of Schools and Colleges as a degree-granting institution at the baccalaureate, masters and professional levels.

If you have further questions, please feel free to contact:

Ben Hayes,
Director of Special Programs
Loyola Marymount University, Extension UNH 1840
One LMU Drive]
Los Angeles, CA 90045
(310) 338-1972



GENERAL UNIVERSITY REGULATIONS

It is not feasible for the University to legislate and detailed cost of laws or rules, but there are certain specific areas where University standards prevail in the interest of maintaining an atmosphere conducive to the educational process. To this end, the University has declared its intention to uphold all federal, state and municipal laws applicable and expects all students to follow such standards. Accordingly, any conduct not commensurate with responsible and/or lawful behavior may be considered cause for the University to take appropriate administrative, disciplinary, or legal action. Appropriate to this, the University reserves the right to deny admission to any applicant, to cancel the registration of any student, or to withhold the degree of any student if, in the opinion of University authorities, his or her further association is not conducive to the best interest of the student or the University.

In addition, the University acknowledges and actively upholds the adult status of each student with all the rights pertaining thereto and in accordance with that status, considers each student responsible for his or her own action. Published here is the *Statement of Academic Honesty and Integrity*. Official academic regulations can be found in the University catalog.

Academic Honesty and Integrity

Loyola Marymount University expects high standards of honesty and integrity from all members of its community. Applied to the arena of academic performance, these standards preclude all acts of cheating on assignments or examinations, plagiarism, forgery of signatures or falsification of data, unauthorized access to University computer accounts or files, and removal, mutilation, or deliberate concealment of materials belonging to the University Library.

Students who commit any offense against academic honesty and integrity may receive from an instructor a failing grade in an assignment or a failing grade in a course without possibility of withdrawal. The nature of any of the offenses mentioned above may dictate suspension or dismissal from the university or any other penalty as determined by the director of LMU Extension. A copy of the hearing and appeals process is available from the Academic Vice President's Office.