

# LOYOLA MARYMOUNT UNIVERSITY EXTENSION

## Professional Development Credit Information

### National Educational Network Workshops

#### General Information

As a workshop participant you have the opportunity to earn Professional Development Credit from Loyola Marymount University Extension. Course requirements are designed for students who have baccalaureate degrees and appropriate teaching credentials. These semester hours of credit may be used for some professional advancement and to satisfy some degree and credential requirements. Obtaining advance approval from your school, district, college, or state is necessary, as each has its own policies regarding the types of credit it will accept.

#### Registration Information

Register with LMU Extension within six weeks of completing the workshop.

**Step 1:** Check the back of this page for course numbers, titles, credits and tuition fees.

**Step 2:** Mail your completed registration form with payment to:

Loyola Marymount University  
Controller's Office  
Dept. #55881  
Los Angeles, CA 90074-5881

**Or,** you may register online using our new secure server at:

<http://extension.lmu.edu/enroll.aspx>

#### Course Requirements

**Step 1:** Attend full workshop.

**Step 2:** Complete a written assignment. Choose any combination and quantity of the following items as they relate to the workshop topic. Each item must cover at least one page and be clearly identified with a heading. Possible points are shown in parentheses following each item.

Bulletin board diagram and explanation. (5)

Materials list (on hand and needed) to implement program. (5 possible points)

Evaluate the program and why it works (10)

Lesson plan (original) (5)

Theme (original) integrating at least three areas of the curriculum. (5)

Letter to parents explaining the learning philosophy of your classroom. (5)

Compare program with another program or

theory, or with standards or guidelines from your school, district, state, or association. (10)

Journal article or book chapter of your choice: synopsis and essay relating to the workshop and your classroom or job. (10)

Classroom diagram and essay of how your (actual or "dream") classroom environment supports learning in terms of physical space, materials and tools, techniques and management, and tone and atmosphere. (10)

Paper must be in the following format (worth up to 5 points):

Typed (10 or 12 pt), double-spaced

Cover Page: Include in upper right corner your name, social security number, address, phone number, e-mail address, LMU course number (from reverse), LMU course title, workshop title, workshop location and dates.

Reference List: (At end of assignment). Include at least three (3) resources used in the paper i.e., books, articles, web sites, colleagues' ideas (list name and school of colleague).

Staple paper in upper left corner. No folders or covers, please.

**Step 3:** Mail assignment within six weeks (per credit) of registration to:

Dr. Cherie Mills-Schenck  
Professional Development Institute  
6444 E. Spring St., Rm. 285  
Long Beach, CA 90815-1500

#### Grading

Students who do not complete course requirements within six weeks (per credit) of registration will receive a grade of NC (No Credit). Instructor will assign points to each item in the written assignment with the following criteria in mind: Completeness, correctness, detail, thoughtful and insightful ideas, synthesis of new material with prior knowledge, grammar and spelling, complete and correct citations and references. Coursework should reflect the quality expected for a graduate level course. Total points in written assignment will determine course grade as follows:

<u>Points per Credit</u>	<u>Grade</u>
33-35	A
30-32	A-
27-29	B+
24-26	B
Less than 24	No Credit

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### Official Transcripts and Grade Posting

The office of the registrar will provide official transcripts at no cost. Follow these steps:

**Step 1:** Check to see if your grade has been posted by visiting [www.lmu.edu](http://www.lmu.edu). Click on LOGIN, campus logins, then select PROWL. In the "User ID" box, type in your social security number. In the "PIN" box, type in your birth date in six digits (mmddyy). If you are denied access, type in six zeroes (000000). Click on [Student Services,] then [Academic Transcript.]

**Step 2:** Once your grade has been posted, you may order an official transcript by visiting <http://registrar.lmu.edu>

### Semester Information

Grades are recorded in the semester in which you register with LMU Extension.

<u>Registration Date</u>	<u>Semester</u>
Jan. 20, 04 - May 16, 04	Spring
May 17, 04 - Aug. 29, 04	Summer
Aug. 30, 04 - Jan. 18, 05	Fall

### Course Information

<u>LMU Course Title</u>	<u>#</u>	<u>Credits</u>	<u>Tuition</u>
<u>Course No.</u> <i>Teaching With the Brain in Mind</i> EDUX 9500	1		\$ 75

### Policies

Refunds/cancellations are allowed up to one week after registration by calling (310) 338-1972. Other LMU Extension policies such as Disability Support Services, Nondiscrimination, Tax Information and Withdrawal can be found in LMU Extension Catalog General Information at <http://extension.lmu.edu>.

### Questions Concerning Credit

Please contact Ben Hayes  
Phone: (310) 338-1972; Fax (310) 338-2706  
Email: [bhayes@lmu.edu](mailto:bhayes@lmu.edu)  
LMU Extension  
One LMU Drive, Suite 1840  
Los Angeles, CA 90045-2659

### NEW!

### Supplemental Credit

Once you've earned initial credit for attending a workshop and writing the assignment, you have the opportunity to earn even more credit through LMU Extension's online courses. For more information, visit <http://extension.lmu.edu> and click on [Programs for Educators.] Following are descriptions of online activities you may choose to do:

Video Activity: A list of links to online resource videos is provided. Videos are produced by Annenberg/CPB and are 15-90 minutes in length. You will choose a video, view it, and complete an online evaluation form. If you don't have a broadband Internet connection (cable, DSL, ISDN), you probably won't be able to see the videos, but you can choose any combination of the other activities.

Article or Chapter Activity: A list of online educational articles and book chapters is provided. You are to choose an article, read it, and complete an online evaluation form.

Web Site Activity: An extensive list of educational web site links is provided, along with a brief description of each. You are to choose a web site, review it, and complete an online evaluation form.

Discussion and Response: Student will post a message to a discussion forum in the course, and will post a response to another student's message.