

# Loyola Marymount University Extension Professional Development Credit Information

## Center for Innovation in Education 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 course.

**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  
1 LMU Drive, Suite 1863  
Los Angeles, CA 90045  
Attn: Pat Ranftl

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

<http://academics.lmu.edu/extension/>

### 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 and your career goals. 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) 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 the 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 more points):

Typed (10 or 12pt), double-spaced

Cover Page: Include in the 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 and a copy of the ISLS course completion certificate within six weeks (per credit) of registration to:

Katy Hall                      [khall6@lmu.edu](mailto:khall6@lmu.edu)

P.O. Box 1327

Ft. Bragg, CA 95437

### **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:

| Points per Credit | Attempting Grade |
|-------------------|------------------|
| 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 charge**. 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 zeros (000000). Click on (student service,) then (Academic Transcript.)

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

**Semester Information**

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

**Registration Date**

**Semester**

|                          |        |
|--------------------------|--------|
| Aug. 29, 16 – Dec 17, 16 | Fall   |
| Jan. 2, 17 – May 13, 17  | Spring |
| May 16, 17 – Aug. 27, 17 | Summer |

**Course Information**

| <i>Workshop</i><br>(LMU Course Title) # | <b>Course No.</b> | <b>Credits</b> | <b>Tuition</b> |
|---|-------------------|----------------|----------------|
| <i>Math Their Way</i><br>(Math K-2)     | EDUX 910          | 3              | \$225          |
| <i>Math Their Way</i><br>(Math 3-6)     | EDUX 911          | 3              | \$225          |
| <i>Math</i><br>(Math 6-8)               | EDUX 912          | 3              | \$225          |
| <i>Science</i>                          | EDUX 913          | 3              | \$225          |
| <b>Follow-up</b>                        |                   |                |                |
| <i>Math Their Way</i>                   | EDUX915           | 3              | \$225          |
| <i>Math A Way of Thinking</i>           | EDUX916           | 3              | \$225          |
| <i>Bldg. Math Understanding</i>         | EDUX917           | 3              | \$225          |
| <i>Making Science a Verb</i>            | EDUX 9007         | 3              | \$225          |

**Policies**

Refunds/cancellations are allowed up to one week after registration by calling (310) 338-1974. 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 and Registration**

Please Contact: Pat Ranftl  
Phone: (310) 338-1974; Fax (310) 338-2706  
Email: [pranftl@lmu.edu](mailto:pranftl@lmu.edu)  
LMU Extension  
One LMU Drive, Suite 1863  
Los Angeles, CA 90045

**Questions Concerning Program**

Please Contact: Pat Ranftl  
Phone: (310) 338-1974; Fax (310) 338-2706  
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