Instructions for *Application*:

1**. Sponsoring School District** - District, School, County Office of Education, or other entity sponsoring/hosting workshop.

2. **Workshop Title** - Must reflect descriptive, academic terms; limited to 30 characters, including spaces.

3. **Fees** – Instructional and/or materials fees, if any, that will be collected from each student *in addition to FPU* tuition. Please note that it is the instructor's responsibility to make arrangements with the CPD office for any instruction/materials fees, and invoice must be submitted to the CPD Office in order to be reimbursed for any fees collected other than tuition.

4. **Dates** – Actual dates of workshop offering; include each date.

5. **Time** – Posted start-to-finish time.

6. **Instructional Time** – Actual instructional time wherein students receive instruction, guidance, etc. One unit of professional development credit is based on a minimum of 12.5 instructional/ contact hours plus an assessed outside assignment of at least 2.5 additional hours to equal **15 hours per unit.**

7. **Registration** – Registration for participants that wish to obtain graduate-level credit for the Workshop is offered either online or via paper forms. If online registration is desired, please complete the information in thebox below.

8. **Instructor of Record** – Person assuming academic responsibility for workshop, including but not limited to course content, instructional integrity, and grading. The minimum academic requirement is an earned Master's Degree.

9. **Position/Highest Degree of Instructor of Record** – Professional title and highest degree of person assuming academic responsibility of the workshop.

10-14. **Phone, Email, School, Addresses, DOB** - Contact information for Instructor of Record; if someone other than Instructor of Record assumes operational responsibility, please note and provide his or her contact information as well.

15. **Social Security #** - Optional, unless instructional/materials fees are received from FPU.

16. **Instructor** – Name of instructor if different from Instructor of Record.

17. **Verification** – Signature of district representative verifying accuracy of information.

ONLINE REGISTRATION INFORMATION

If the CE office will provide online registration on the CE website, the following information is needed to be included in workshop description on the website:

1. Location/address of workshop: _____

2. Contact person to answer questions about the workshop:

   Name: _____

   Phone: _____

   Email address: _____

3. Dates of open registration on website:

   Start posting date: _____

   Stop posting date: _____

The Workshop Application should be submitted to the CE office at least 2 weeks prior to the first class session.

Center for Professional Development
1717 S. Chestnut, Box 2009
Fresno, CA 93702
Phone: 559/453-2049
Toll free: 800/372-5505
Fax: 559/453-2006

FRESNO PACIFIC
U N I V E R S I T Y

APPLICATION FOR OFFERING A PROFESSIONAL DEVELOPMENT WORKSHOP.

1. SPONSORING DISTRICT/ORGANIZATION: _____

2. WORKSHOP TITLE: _____
   (Limited to 30 characters including spaces)

3. FEES: _____

4. DATES: _____

5. TIME: _____

6. INSTRUCTIONAL TIME: _____

7. REGISTRATION: ☐ ONLINE* ☐ PAPER ***If online, complete information on Page 1 of Application**

8. INSTRUCTOR of RECORD: _____

9. POSITION/HIGHEST DEGREE: _____ / _____

10. PHONE: Work(___) _____ Home(___) _____

11. E-MAIL ADDRESS: _____

12. CONTACT PERSON: _____
    Name   Email   Phone

13. HOME ADDRESS: _____

14. BIRTH DATE (Instructor of Record): _____

15. SOCIAL SECURITY # (if you are being paid by FPU): _____

16. INSTRUCTOR (if different from above): _____

17. VERIFICATION: *I hereby verify that the information submitted above is true and correct to the best of my knowledge. Signed:* _____

If not already on file in the Continuing Education office, the following must be included with this Application:
☐ updated resume for Instructor of Record   ☐ updated resume for Instructor   ☐ syllabus (see attached template)

Return to: FPU/CPD Box 2009   ❖   1717 S. Chestnut Ave.   ❖   Fresno, CA 93702
     Phone: (800) 372-5505   (559) 453-2049   Fax: (559) 453-2006
     E-mail: paulette.matsubara@fresno.edu   Website: https://ce.fresno.edu/workshops

Note: This form is available online at https://ce.fresno.edu/workshops

Workshop Number and Name
- Instructor's Name

- Contact Information: phone, fax, and email

Workshop Title
Workshop Description
- Offer a brief, catalog-type (website) course description.
- Explain how course fits the State and/or National Standards pertinent to the content area being taught.
- **Include workshop location/address and contact person/email address to include on website for online registrations**

Primary Learning Outcomes
- Identify what students should have learned or be able to do when they complete the workshop.
- Use language for the outcomes that aligns with State/National Standards pertinent to the content area of the course.
- Use specific language for the outcomes. Avoid general terms, such as "know" and "understand," which students and instructors may interpret differently. Instead, use active verbs that describe what the student should be able to do upon course completion: *analyze, identify, compare, describe, list, formulate, calculate, process*, etc.

Workshop Materials
- List the textbook, handouts, and/or additional materials used in the workshop.

Workshop Requirements
- List outside-of-class-time and class-time assignments, activities, and/or examinations that students must complete and submit to earn credit for the course.
- Identify the point values/weightings of each assignment. .
- Describe format in which students must submit workshop requirements. For example, if a portfolio is required, describe how it should be formatted, organized, and bound.
- Identify final grade calculation process – see Grading Criteria below.
- State CPD Workshop grading policy:
  > *Grades are Credit/No Credit (CR or NC). Credit is equivalent to a B grade or above. Letter grades are not issued.*

Evaluation Criteria for Credit
Grading Criteria:
- Attendance and class participation
- Assessed outside assignment (i.e. development of curriculum/research project, journal, lesson plan/unit, reflective writing, courses of study, etc.)
- Instructor appraisal and/or assessment of student performance

Policy on Plagiarism
The Fresno Pacific University catalog has a policy on Academic Integrity/Honesty. Please note this policy in syllabus as follows:

All participants in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalog.

Schedule of Topics and Assignments
This section of the syllabus should describe exactly what material the student must cover and in what sequence. Likewise, assignments, activities, and/or examinations should be integrated with the topics to show the relationship between learning and practice.

Sample Course Syllabus

Workshop Number and Name: SCI 1234 - Integrated Science Standards Implementation
Instructor's Name:

Contact Information: *phone:*   *email:*

Workshop Description
- Participants will gain pedagogy strategies and learn leadership skills. Sessions will focus on targets above and include guest speakers, networking sessions and seminars. Participants will also gain content knowledge related to their instructional grade level related to the California State Science Standards, Common Core Standards and EEI Implementation.

Primary Learning Outcomes
- Learn new leadership skills to conduct meetings and provide science leadership support in sponsoring district.
- Gain content knowledge in California State Science & Common Core Standards as outlined in the California State Science Standards and Framework.
- Utilize effective instructional planning techniques including notebooking, literacy interventions, and ELL strategies.

Workshop Materials
- A binder of related content and instructional templates for use by participants based on California Science Content & Common Core Standards.

Workshop Requirements
- In class assignments include participation in all class discussions, lab explorations, leadership project development, and curriculum map construction.
- The Instructor will evaluate the participants understanding of course objectives through evaluation of final project presentations submitted in the form of a PowerPoint presentation.
- A score of 80% - 100% will equal a final grade of Credit. A score below 80% will result in a final grade of no credit.

Schedule of Topics and Assignments
Class Schedule Day 1
In-Class Assignments Include: Participation in class discussions and content instruction
- Science Content and Literacy/Math integration using EEI activities
- Assignments: Develop science content & literacy connections strategy in grade levels with curriculum maps.

Class Schedule Days 2-4
In-Class Assignments include: Participation in class discussions, notebooking and literacy strategy integration using curriculum mapping
- Asking Questions and Modifying Instruction by grade level
- Content - Standards identification, & Instruction
- Lesson Development using literacy & questioning strategies through the EEI materials
- Assignments for these days: Develop implementation strategy for EEI materials

Class Schedule Day 5
In-Class Assignments include: Participation in science discussions, content instruction, leadership project work
- Content - Science discussion to gain knowledge in content, professional opportunities and implementation of science standards
- Assignments: Present information at a leadership venue

Class Schedule Day 6
In-Class Assignments include: Participation in class discussions, content instruction, EEI project work
- Content - Standards identification, & Instruction
- Instruction in implementing EEI curriculum
- Assignments: Develop a curriculum map including the EEI units

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