

## 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. **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.
8. **Position/Highest Degree of Instructor of Record** – Professional title and highest degree of person assuming academic responsibility of the workshop.
- 9-13. **Phone, Email, School, Addresses** - 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.
14. **Social Security #** - Optional, unless instructional/materials fees are received from FPU.
15. **Instructor** – Name of instructor if different from Instructor of Record.
16. **Verification** – Signature of district representative verifying accuracy of information.

*The Application should be submitted to the CPD office at least two weeks prior to the first class session.*

**Note:** This form is available online at [www.fresno.edu/workshops](http://www.fresno.edu/workshops)



**Center for Professional Development**

1717 S Chestnut Avenue

Fresno, CA 93702

Phone: 559-453-2043

Toll free: 800-372-5505

Fax: 559-453-2006

FOR OFFICE USE ONLY	
Dean/Faculty Approval	Date
Course #	Units Assigned

**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. INSTRUCTOR OF RECORD: \_\_\_\_\_
8. POSITION/HIGHEST DEGREE: \_\_\_\_\_ / \_\_\_\_\_
9. PHONE: Work ( \_\_\_\_\_ ) Home ( \_\_\_\_\_ ) Fax ( \_\_\_\_\_ )
10. E-MAIL ADDRESS: \_\_\_\_\_
11. SCHOOL \_\_\_\_\_
12. SCHOOL ADDRESS \_\_\_\_\_
13. HOME ADDRESS: \_\_\_\_\_
14. SOCIAL SECURITY #: \_\_\_\_\_
15. INSTRUCTOR (if different from above): \_\_\_\_\_
16. VERIFICATION: *I hereby verify that the information submitted above is true and and correct to the best of my knowledge.* \_\_\_\_\_

If not already on file in the School of Professional Studies office, the following must be included with this Application:  
updated resume for Instructor of Record      updated resume for Instructor      syllabus (see attached temple)

**Return to:** FPU/CPD Box 2009  
1717 S. Chestnut Ave.  
Fresno, CA 93702

Phone: 800-372-5505 or 559-453-2043  
Fax: 559-453-2006  
E-mail: pllee@fresno.edu  
Web: <http://www.fresno.edu/cpd>

# WORKSHOP SYLLABUS TEMPLATE

## Workshop Number and Name

- Instructor's Name
- Contact Information: phone, fax, and email

## Workshop Title

### Workshop Description

- Offer a brief, catalog-type course description.
- Explain how course fits the State and/or National Standards pertinent to the content area being taught.

### 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**

Course Number and Name: **INT 1368 Curriculum Development – Interactive Bulletin Boards K-2**

Instructor's Name: **Carol Gossett**

Contact Information: **Phone: 559-453-7101, FAX: 559-322-9668, Email: csgosset@fresno.edu**

## **Course Description**

Samples of Interactive Bulletin Boards with corresponding lessons that are based on specific CA Content Standards will be presented. Several different curriculum areas will be addressed.

## **Primary Learning Outcomes**

Participants will:

- Connect guiding documents (specific state, and district content standards) to classroom curriculum and interactive bulletin boards for Kindergarten and 1st grades.
- Prepare a collection of displays and standards based lessons for use in K-1 classrooms.

## **Course Materials**

**A binder of lessons and display templates for use in the classroom which are based on California Content Standards. Materials for building a final class project.**

## **Course Requirements**

- In class assignments include: participation in all class discussions and participation in the preparation of standards based bulletin boards. (12.5 hours) Outside of class assignment: organization of a final project reflecting in class assignments and tied to specific CA Content Standards (3 hours).
- Instructor will evaluate participant's understanding of course objectives through evaluation of written assignments, class discussions, and quality of final project. Attendance for the entire class time is required.
- Each assignment will equal 20% of the final grade. A score of 79% to 100% will equal a final grade of Credit. A score below 79% will result in a final grade of No Credit.
- Students will turn in copies of written assignments in a folder format.

## **Policy on Plagiarism**

All people participating 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 on page 8 of the Fresno Pacific University Catalogue.

## **Schedule of Topics and Assignments**

### **Class Schedule Day 1: Review of the Course Binder – Interactive – Standards-Based Bulletin Boards K-2**

In class assignments include: participation in all class discussions and participation in the preparation of interactive bulletin board displays.

Math Topics Addressed:

- Basic Number Skills
- Computation
- Geometry

### **Assignments for Day 1:**

- Identify specific CA State Content Standards that are being addressed.
- Design an interactive bulletin board based on a specific CA content standards for the classroom.
- Class Sharing of products.

### **Class Schedule Day 2: Review of the Course Binder – Interactive – Standards-Based Bulletin Boards K-2**

In class assignments include: participation in all class discussions and participation in the preparation of interactive bulletin board displays.

Math Topics of Time, Money, and Logic are addressed.

### **Assignments for Day 2:**

- Identify specific CA State Content Standards that are being addressed.
- Design an interactive bulletin board based on a specific CA content standards for the classroom.
- Class Sharing of products.

## **Final Project: Organizing your thoughts.**

Organize a collection of lessons to accompany the interactive bulletin boards constructed in class. Identify connections between these lessons and the district text materials used in your classroom. Submit this project in a folder format.