

Course Description

This course offers educators the opportunity to earn university credits by developing practical activities based on a BER conference/training.

Credit Information

Brandman University will award 1 or 2 semester hours of graduate level professional development credit based upon successful completion of course requirements. These credits are not part of a degree program but instead are primarily used for professional advancement (such as salary increment steps and recertification). Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirements. State licensing departments vary regarding their criteria for credit acceptance, and some states may not accept credit from universities that are located outside the state.

Course Requirements

1. Attend and participate in 1 or 2 full days of the conference/training.
2. Develop 3 or 6 practical activities based on the conference/training presentation. The activities must be designed so that they can be implemented in your classroom or program. They may be geared to K-12 students, staff or others, based on your position.
3. Conduct the activities in your classroom/work setting. *If not currently in a classroom setting, refer to FAQs on our website: www.brandman.edu/ber.*
4. Complete a written report that describes each activity. **Each activity must be at least one full page** (not including title page or documentation), typed and single-spaced. Use a 12 point font and one inch margins. Staple the paper together. Do not send the paper in a report cover. Complete your report individually; no group reports are permitted.

1 **credit** requires 1 day attendance and 3 activities

2 **credits** require 2 days attendance and 6 activities
5. The report must include one **Title Page** with your name, address (for sending your grade), Brandman ID # and course number (refer to confirmation letter), title of conference/training, conference/training date(s), and a brief (one paragraph) description of the conference/training. The title page must also include the grade level, number of students, and any special information about the student population (e.g. at risk, ESL, etc.).
6. You will be graded on the accuracy of the title page, each of the components in # 7 below as well as the **Quality of the Overall Paper**, which includes the format, grammar, spelling, punctuation, required length, and other overall qualities.
7. Write about each activity separately. Use the subheadings below to report on each activity. Label subheadings clearly.
 - A. Activity Description:** Describe each activity in detail, using narrative form (no bullets, no numbers, no incomplete sentences). List all materials that you and the participants used (e.g. handouts, books, props, etc.). Describe each activity thoroughly as if the reader were not familiar with the topic.
 - B. Learning Objectives:** Write specific learning objectives for each activity. Include what you wish to achieve and how you will accomplish it.
 - C. Appropriateness of Activities for Targeted Students:** Explain how the activities meet appropriate developmental needs of the participants/students.
 - D. Correlation of Activities to the Conference/Training:** Discuss how the activities relate to conference/training content.
 - E. Student Evaluation and Assessment:** Evaluate the students' learning experience and describe assessment methods. Relate the assessment to objectives stated in B above. Include samples of the assessment tools, if applicable.
 - F. Self-Evaluation:** Write a self-evaluation of your own strengths and weaknesses as you developed and implemented these activities. Discuss what you would do differently next time and suggest areas for improvement, if any.
8. Include **Documentation** for each activity (e.g. student samples, photos, handouts, or lessons plans). Samples should be limited to 1 or 2 pieces for each activity and fit in a 9 x 12 envelope. The samples and the paper will not be returned.

Submitting Report

- Upon registration, you will receive a confirmation letter/receipt, your Brandman ID # and the name and address of your grader. Send your coursework to that address.
- Do not send your coursework to Brandman University or BER. Grading may take up to 4 weeks.
- A copy of your conference/training participation certificate **must** be included with your report to be accepted for grading.
- The final report is due (postmarked) **six months** from the date of the conference/training with **no extensions**. Your report will not be returned to you. You will receive a grade by mail.

Confirmation Letters

We encourage you to begin working before you receive your confirmation letter/receipt. You may safely assume that your registration will be successful, and you may view the rubric at <http://www.brandman.edu/ber>.

Grade Form/Rubric for Practicum Courses			
Name:		Seminar Title:	
Address:			
		Grader:	
Date:		No. of Graduate Level Professional Dvpt. Credits:	
COMPONENTS		Pts.	COMPONENTS
Title Page (0-2 points)			Self-Evaluation (0-2 Points)
2 - Includes all information described in report requirements 1 - Most information included; seminar summary missing 0 - Information missing or inaccurate			2 - Includes detailed, thorough self-evaluation of strengths and weaknesses and makes suggestions for improvement 1 - Self evaluation is present but requires more detail 0 - Self evaluation is absent
Activity Description (0-4 points)			Quality of Overall Paper (0-2 points)
4 - Outstanding, detailed descriptions of all activities 3 - Good detailed descriptions of all activities 2 - Good descriptions of most activities 1 - Most activities only meet minimum standards 0 - All descriptions are incomplete or poor			2 - Professional presentation, graduate quality, with subheadings, correct format, grammar, punctuation and spelling 1 - Good presentation; but contained format, grammar, spelling and punctuation errors, and/or less than required length 0 - Paper was not graduate quality: it contained multiple format, grammar, spelling and punctuation errors, and/or was significantly less than the required length
Learning Objectives (0-3 points)			Documentation (0-3 points)
3 - Goals and objectives based on student learning, written clearly and specifically for each activity/project 2 - Goals and objectives stated in general or vague terms 1 - Goals and objectives not included with every activity or project 0 - Goals and objectives not included at all			3 - Clear examples of documentation for every activity/project are attached 2 - Examples of documentation for 2 out of 3 activities attached 1 - Examples of documentation for 1 activity/project is attached 0 - No examples of documentation are attached
Appropriateness of Activities for Targeted Students (0-1 point)			Subtotal
1 - Activities appropriate for grade and ability levels 0 - Activities inappropriate or targeted students not defined			TOTAL POINTS
Correlation of Activities to the Seminar (0-1 point)			GRADE
1 - All activities correlated to seminar topic 0 - Correlation of activities to seminar was unclear			
Student Evaluation and Assessment (0-2 points)			Grade Scale:
2 - Provides thorough evaluation of the students' learning experience; describes assessment methods in detail Assessment relates clearly to learning objectives; samples are included as appropriate 1 - Evaluation and assessment methods are not detailed and/or do not correlate with objectives 0 - Evaluation and assessment methods are not present in all activities or are too general and vague			A = 20 - 18, B = 17 - 16, C = 15 - 14 No Pass = 13 - Below
Subtotal			Questions? phone 800-632-0094 k12@brandman.edu
Comments:			
Office Use Only: Brandman ID Number:			