

Professional Development

Enrollment Requirements

All educators who participate in conference/workshop sessions provided by Fluency Matters are eligible to earn and receive graduate-level professional development university semester credits/units from the University of the Pacific, University College. Some districts may require prior approval for the course acceptability. It is your responsibility to know your district's policies.

About Pacific

The University of the Pacific is fully accredited by the Western Association of Schools and Colleges and all courses offered by Fluency Matters are graduate-level, professional development courses, designed as professional growth for educators. They are intended primarily for the use of **salary advancement & recertification**.

Course Description

This unique course allows you the opportunity to earn credit by planning, developing and reporting on practical activities, strategies or techniques based on the information that was presented at the workshop. The culminating course objective is to demonstrate how the workshop enhanced your professional growth.

Registration Process

Submit your completed registration form to the Program Registrar at the time of attendance or if necessary email a scanned copy of this form as an attachment to:

info@teacherfriendly.com

Please put in the subject line "Fluency Registration".

Once our professional development office receives your registration form, we will send you a confirmation by email. You may begin your coursework before receiving your confirmation.

Coursework Requirements/Instructions

Step 1: Plan a minimum of three or more practical activities, strategies or techniques (per credit) of your choice and develop them into a form that can lead to the implementation in a classroom or program setting. You may also modify, change or adapt any ideas to meet your professional needs.

Step 2: Type a 3 page, single-spaced narrative report (per credit) demonstrating the professional application of the activities, strategies or techniques that you developed.

- 1 Graduate-Level Credit = 3 page narrative report
- 2 Graduate-Level Credits = 6 page narrative report
- 3 Graduate-Level Credits = 9 page narrative report

Report Requirements

For each activity, strategy or technique that you choose to develop, report the following:

- a) **Description:** Include details of workshop materials, sources and procedures used.
- b) **Utilization Methods of Implementation:** Explain in detail how you will or did implement what you developed.
- c) **Population Target:** Indicate the grade level, age, size of group, and type of classroom or program.
- d) **Objectives and Goals:** Evaluate the goals and objectives of your activity, strategy or technique. What were, or will be the expected outcomes and reactions of your learners.
- e) **Take Away:** Explain how the activity, strategy, or technique did or will enhance your professional needs.

The culminating goal of the reflection paper is to summarize the overall experience in creating, finalizing and implementing what you learned. Some activities, strategies or techniques may require less than a page, others may require more. However, you must report on enough activities, strategies or techniques to generate at least three full pages per unit of credit. You may always report on more than three activities, strategies or techniques. This narrative is about your professional growth. Be creative with your writing!

Coursework Submission/Instructions

Your coursework may be submitted up to 4 months from the enrollment date and extensions are always granted upon request.

Your completed coursework must be saved as a PDF, JPEG or Word Document and should include the following:

- 1) **Title page** with your first and last name, last 4 digits of SSN, course number and title, course beginning and ending date, and number of credits enrolled.
- 2) **Three page, single-spaced narrative report** (per credit).

Email your completed coursework as an attachment to:

coursework@teacherfriendly.com

Please include in the subject line "Coursework Submission"

After submitting your coursework, you will receive a confirmation by email notifying that your coursework is in grading process. Please allow a few business days to receive your confirmation.

Once your coursework is graded, you will be issued an unofficial transcript with a letter grade from the the main Registrar's Office at UOP by regular mail. Your unofficial transcript will provide you with step by step instructions to request your Official Transcript. Provisions for rushed and expedited transcripts are also available upon request.

EARLY COURSEWORK SUBMISSION IS WELCOMED.

For Assistance or Questions

Call us during scheduled telephone office hours: Tuesday, Wednesday, Thursday, 8am-12pm, Pacific Time. Telephone: 1 (800) 479-1995 or email us at **info@teacherfriendly.com**

PLEASE COMPLETE FORM & PRINT CLEARLY
UNIVERSITY OF THE PACIFIC



CHECK ENCLOSED - PAYABLE TO UNIVERSITY OF THE PACIFIC

VISA OR MASTERCARD NUMBER

EXPIRATION DATE: / - / Charge \$ to my credit card.

Signature _____

(\$25 Fee for returned Checks)

REGISTRATION FORM

Highest Degree earned _____ From _____

Previously enrolled in Professional Development from UOP? YES NO

District: _____ (NO Abbreviations)

COURSE NUMBER:

COURSE TITLE:

PEDU

AREA CODE & PHONE NUMBER

S.S.# HM: BIRTH DATE / /
WK:

NAME
LAST FIRST M.I.

ADDRESS

CITY STATE ZIP -

Workshop/Conference Title: _____
Date of Attendance: _____
City/State: _____
Topic: _____

Post-baccalaureate semester units of credit from University of the Pacific, University College. Professional Development Courses are for graduate participants who are NOT pursuing an advanced degree at UOP. Acceptable where local districts approve and applicable to state licensing where authorized. Tuition fees are nonrefundable. UOP is fully accredited by WASC.

PLEASE TYPE, OR PRINT NEATLY
WITH A DARK BLACK OR BLUE PEN



Completion Date is 4 months from the Enrollment Date

| | |
|-----------------|-----------------|
| Enrollment Date | Completion Date |
| / / | / / |

Please enroll me in:

Number of Semester Units of Credit (1, 2, 3)

Fee Per Unit.... **\$ 62**

Tuition Submitted.... **\$**

E-mail Address (REQUIRED FOR CONFIRMATION)