



# EARN GRADUATE LEVEL CREDIT SDE WORKSHOP and PRACTICUM

## How to Register

1. Until online registration is in place, mail or fax all registrations to: **Chapman University, Ext. Ed., SDE Practicum, One University Drive, Orange, CA 92866**. For questions, email [K12@chapman.edu](mailto:K12@chapman.edu), or call 714-744-2134.
2. Keep the upper portion of the form. These are the instructions for your coursework.
3. Copy the form below onto 8 ½ X 11 paper or download the 8 ½ X 11 registration form at: <http://www.chapman.edu/ExEd/k-12/courses/seminarFollowup.asp> then fax it to 714-997-6641.
4. Submit your registration within 30 days of attending the seminar.
5. Your confirmation letter from Chapman University will serve as your receipt.
6. FAQs may be found on our website: [www.chapman.edu/k-12](http://www.chapman.edu/k-12)

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### Registration for SDE Seminar Practicum

Clip and Mail this form to Chapman address above, or fax with credit card number to 714-997-6641



<b>Check one:</b>		<input type="checkbox"/> EDUC 9232 \$62.00 (1 day seminar)	<input type="checkbox"/> EDUC 9268 \$186.00 (3 day seminar)
		<input type="checkbox"/> EDUC 9256 \$124.00 (2 day seminar)	<input type="checkbox"/> EDUC 9272 \$248.00 (4 day seminar)
Last Name	First Name	M.I.	Seminar Title
Address			Seminar Date
City	State	Zip	<b>Make check payable to Chapman University. Circle payment type.</b>
Phone/Home ( )	Work ( )		<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> Check
Social Security Number		Card Number	Exp. Date
Email Address			
If previously enrolled at Chapman using a different name, state name		Total Amount	Signature
<b>Office Use Only:</b>			
Grade			
Grader			

### Instructor Rubric for Practicum Courses

The instructor who grades your coursework will use the grading rubric below to assign points that will determine your grade.

Components	Points	Components	Points
<b>Title Page (0-2 points)</b> 2 – Includes all information described in report requirements 1 – Most information included 0 – Seminar summary missing		<b>Self-Evaluation 0-2 points)</b> 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	
<b>Activity Description (0-4 points)</b> 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		<b>Quality of Overall Paper (0-2 points)</b> 2 – Professional presentation, graduate quality, with subheadings, correct format, grammar, punctuation, and spelling 1 – Some of the paper was well presented; however, it contained format, grammar, punctuation, and spelling errors 0 – Paper was not graduate quality: it contained multiple format, grammar, punctuation and spelling errors, and/or was less than the required length	
<b>Learning Objectives (0-3 points)</b> 3 – Goals and objectives based on student learning, written clearly and specifically for each activity or 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		<b>Documentation (0-3 points)</b> 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 attached 0 – No examples of documentation attached	
<b>Appropriateness of Activities for Targeted Students (0-1 point)</b> 1 – Activities appropriate for grade and ability levels 0 – Activities inappropriate or targeted students not defined		<b>TOTAL POINTS</b>	
<b>Correlation of Activities to the Seminar (0-1 point)</b> 1 – All activities correlated to seminar topic 0 – Correlation of activities to seminar was unclear		<b>GRADE</b>	
<b>Student Evaluation and Assessment (0-2 points)</b> 2 – Provides thorough evaluation of the students' learning experience relates clearly to learning objectives. Samples are included as appropriate 1 – Evaluation and assessment methods are not thorough/detailed and/or do not correlate with objectives 0 – Evaluation and assessment methods are not present in all activities or are too general and/or vague		<b>Grade Scale:</b> <b>A = 20-18, B = 17-16, C = 15-14, No Pass = 13 - below</b>	
<b>Comments:</b>			

## Sample

This sample format is designed to assist participants to complete the report using the correct guidelines. Be sure to review all course requirements carefully, and label subheadings clearly (per #7 under Course Requirements).

You may review Frequently Asked Questions at:

[www.chapman.edu/k-12](http://www.chapman.edu/k-12)

If you have further questions, please contact us at [k12@chapman.edu](mailto:k12@chapman.edu) or 714-744-2134.

## Title Page

Name

Address

Chapman University I.D. (refer to confirmation of Chapman University registration)

Seminar Title

Seminar Date

Seminar Description: *This should be a **one paragraph** description of the seminar.*

Grade Level

Number of students

Student Population Information (at risk, ESL, etc.)



### **Documentation**

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 9x12 envelope. The samples and the paper will not be returned.

***Congratulations – you’re DONE!***

***But first, review this checklist.***

#### *Checklist:*

- *Did you include all of the activities? You should have three activities written one at a time. That is, complete your writing for activity 1 (description, objectives, evaluation etc.). Then begin the process again for Activity 2. Then begin again for Activity 3.*
- *Is the font 12 points?*
- *Are the margins one inch?*
- *Do you have at least one full page for each activity (not including the title page or documentation)?*
- *If you included photographs, did you mount each and provide captions?*
- *Did you staple the paper? Do not send the paper in a report cover.*
- *Complete your report individually; no group reports are permitted.*