

INDIVIDUALIZED STUDY: Non-Travel

Course Number: TO BE ASSIGNED UPON ENROLLMENT
One, Two, Three or Four Semester Units of Graduate-Level Credit
Toward Professional Development
\$110 per credit

THE COMPONENTS FOR THIS COURSE ARE:

Cover Sheet to be completed and submitted with coursework.

Enrollment information.

Instructions for the Assignment Overview

Time Summary to be completed and submitted with coursework.

Course Grading Criteria

ENROLLMENT AND PARTICIPATION INFORMATION:

NO PRIOR APPROVAL IS REQUIRED IF YOUR UNIT OF STUDY CAN BE DEVELOPED WITHIN THE CRITERIA DESCRIBED ON THE FOLLOWING COVER SHEET. This Individualized Study Course has been created to award credit for situations other than structured course requirements such as developing classroom units of study, developing in-service programs or creating other instructional experiences or projects not involving travel. You may enroll at the start of, or during, your study (see instructions with the Enrollment Form enclosed.)

Immediately after your coursework is graded, you will receive an informal acknowledgement of your grade and course completion. Remember, your grade will appear on the transcript in the term your course was COMPLETED. ***Instructions on when and how to request a transcript after your grade has been recorded by the Registrar will be enclosed with your completion acknowledgement letter.***

THE TIME SUMMARY MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR ASSIGNMENTS IN ORDER TO RECEIVE A GRADE.

Advancement **C**ourses for **T**eachers
offered through California State University, Monterey Bay
3151 Airway Avenue #B-2, Costa Mesa, CA 92626 - **1-800-916-2818**
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INDIVIDUALIZED STUDY: Non-Travel COVER SHEET

This Cover Sheet MUST be at the top of your completed coursework

Name: _____ Date: _____

This submitted coursework is to receive _____ credits.

PLEASE SUBMIT YOUR COURSEWORK IN A NOTEBOOK OR BINDER. ALL PAPERS TYPED AND DOUBLE-SPACED.

NOTE: Non-travel related credit is the result of study conducted out of the desire to create educational projects, classroom units of study, in-service programs, or other instructional experiences not involving travel. **Credit will not be given for time spent delivering or teaching the unit of study developed.**

WHAT NEEDS TO BE SUBMITTED FOR GRADING?

For One Credit:

- 1) Assignment Overview
- 2) 3- to 4-page outline or written presentation of the project
- 3) Time Summary verifying a minimum of 15 hours of time devoted to this project.

For Two Credits:

- 1) Assignment Overview
- 2) 5- to 6-page outline or written presentation of the project.
- 3) List of materials, texts, equipment, etc. used to formulate and/or become part of the project
- 4) Time Summary verifying a minimum of 30 hours devoted to this project

For Three Credits:

- 1) Assignment Overview
- 2) 8- to 10-page outline or written presentation of the project.
- 3) List of materials, texts, equipment, etc. used to formulate and/or become part of the project
- 4) 2- to 3-page summary of the results of the project after implementation
- 5) Time Summary verifying a minimum of 45 hours devoted to this project

For Four Credits:

- 1) Assignment Overview
- 2) 12- to 14-page outline or written presentation of the project.
- 3) List of materials, texts, equipment, etc. used to formulate and/or become part of the project
- 4) 4- to 6-page summary of the results of the project after implementation
- 5) Time Summary verifying a minimum of 60 hours devoted to this project

ENROLLMENT INFORMATION

If you have decided that you wish to receive credit for study you are going to incur for educational purposes, you may enroll in ONE OF THE FOLLOWING WAYS:

1) Complete your course work and send the Enrollment Form below to the ACT Program Office **ALONG WITH PAYMENT AND YOUR COMPLETED COURSE WORK.** You will receive confirmation of your enrollment and your grade information within a week to 10 days,

OR

2) call the ACT Program Office at 1-800-916-2818 prior to or any time during your study and enroll with MasterCard, VISA, Discover or American Express. Your coursework will be required within one year after your enrollment.

INDIVIDUALIZED STUDY ENROLLMENT FORM: NON-TRAVEL

Today's Date: _____

I wish to enroll for _____ credits in the area of (circle **one**) Art, Computer Science, Economics, English, Foreign Language, General Education, Health, History, Literature, Math,

Music, Political Science, Sport/PE, Social Studies

Enclosed is my check or MO in the amount of \$_____ (\$110 per credit) payable to

ACCREDITED CPE, INC., or

I authorize CSUMB to charge MC _____ VISA _____ Discover _____

Number _____ Expiration Date: _____

Signature: _____ (for credit cards only) Sec. Code # _____

PRINT NAME AS IT APPEARS ON THE CC

Your Name: _____

SS#* _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Male _____ Female _____ Date of Birth*:

Your School District: _____

Your email address: _____

*Required for Registrar ID Purposes

**MAIL TO: CSUMB ACT Program Office, 3151 Airway Avenue, Ste B-2
Costa Mesa, CA 92626**

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ASSIGNMENT OVERVIEW INSTRUCTIONS

(Do This Assignment First)

The first part of your course involves writing an Overview of the coursework you are developing. Here are the points you will need to address in this Overview:

- 1) What motivated you to create this project? Example: I was reading an article on violence in schools..., or some fellow teachers were talking about the lack of information available on ..., etc.
- 2) What, going in, is the intent of your project? Example: To learn about the dangers of the Internet and ways to ward against them, or to learn how our school can be made more safe, or to research the demise of a certain species in our area, etc.
- 3) What do you, personally, wish to achieve as a result of your study?
- 4) What audience will be receiving this information and what methods will be used to disseminate the information to them?
- 5) What measure of effectiveness, if any, will you use to evaluate the effectiveness of your presentation?
- 6) When do you plan to use or present the project you have developed and how much time do you feel will be adequate to complete your presentation?
- 7) Any additional comments or project-related points you wish to make?

A reminder - These are open-ended questions that are meant to initiate and/or stimulate the formation of your ultimate project, classroom unit of study, or other instructional experience for which you are developing this credit.

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BODY OF YOUR ASSIGNMENT

Now, go back to the Cover Sheet and follow the instructions.

Submit your course work based on the criteria outlined on the Cover Sheet for the number of credits you wish to earn.

If you have any questions now, or during the course of development, please do not hesitate to call the ACT Program office toll free 1-800-916-2818 The Time Summary Follows...

Advancement Courses for Teachers
offered through
California State University, Monterey Bay

TIME SUMMARY

IMPORTANT: *This Time Summary MUST be returned with your coursework in order to receive a grade. All submitted coursework must be original. No photocopies of coursework will be accepted.*

This Time Summary will be completed and submitted with final course work. **A second signature** will also be required to verify your commitment of time devoted toward this credit. This person could be a principal, fellow teachers, administrator, etc. Also, if a workshop or seminar is used as part of this study, a copy of the workshop fee, nametag or evidence of attendance must be attached.

NAME: _____
SSN# OR STUDENT ID# _____
COURSE NAME: **INDIVIDUALIZED STUDY: Non-Travel**
COURSE NUMBER (if known) or area of study: _____
NUMBER OF CREDITS REQUESTED: _____

RECORD OF TIME SPENT:

Reading/Viewing/Studying _____
Researching _____
Writing & Completing Assignments _____
Workshop/Seminar Attendance _____ (verification attached)
Total time devoted to this course _____ Hours

PLEASE READ. I certify that the content of my assignments is a result of the investment of my own time and effort and that nothing has been shared or secured from any other source, for which the penalty would be a failing grade for the course, inability to enroll in any future ACT Courses, non-acceptance of any outstanding courses, and forfeiture of all tuitions.

Student Signature: _____ Date: _____
Verification Signature: _____
Title: _____

INDIVIDUALIZED STUDY COURSE GRADING CRITERIA

General:

1. Time requirements are met (15 hours per semester hour of credit). Signed Time Log **must** be submitted with completed course work.
2. Directions are followed. Each element in the course is completed as directed.
3. All assignments are completed.

Materials Assignments:

1. Cover Sheet and Time Log are correctly completed and submitted with coursework.
2. Project Papers are sufficient in length and content. The materials used to develop project papers were reviewed thoroughly, the papers fulfill the required length, and the content is thoughtful and concise.

Project Assignments:

1. Learning objectives are clearly stated when appropriate. Learning objectives are clear and include measurable outcomes.
2. Proper techniques are utilized. The project subjects, reports thereon and reporting techniques meet the objectives stated by the instructor.
3. Content fulfills instructor's stated requirements. Analysis is appropriate with instructor's directions.

Travel Assignments (if applicable):

1. Travel and visits are verified. Appropriate receipts and proof of visits are included with properly completed assignments.

Critical Thinking Skills:

1. Completed course work contains critical thinking utilization. The definition of "critical thinking" for this course means that you, the student, are able to take the information gathered, either factual or theoretical, and through a process of analysis and synthesis, apply learning theory to a practical situation -- to apply the abstract in a practical way.