

INDIVIDUALIZED STUDY: Travel Related

***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 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.

COVER SHEET

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

Name: _____ Date: _____
This submitted coursework is to receive _____ credits (maximum of four.)

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

NOTE: Travel-related credit is earned while traveling at home or abroad with the purpose of creating units of study or class projects derived from your experiences knowledge gathered while traveling.

TRAVEL STUDY TIME DEFINITION: Eligible time toward credit is time applied toward course work only...not travel time or total amount of time on the trip. Applicable time would be time at museums, time spent putting diaries and notes together, time spent reading books and materials used toward the development of the classroom project or unit of study, and actual time putting the project, classroom unit of study or in-service presentation in its final form. **Credit will not be given for time spent delivering or teaching the unit of study developed.**

VERIFICATION OF TRAVEL IS REQUIRED: Photocopies of plane tickets, hotel receipts, itineraries, museum receipts, bookstore receipts, docent signatures, etc.

WHAT NEEDS TO BE SUBMITTED FOR GRADING?

To Receive One Credit:

- 1) Assignment Overview
- 2) Log of places visited and purpose of visiting those places, and time spent at EACH place
- 3) 5 to 10 photos of places visited with accompanying captions describing the location
- 4) Time Summary verifying a minimum of **15 hours** of time devoted to this project with evidence of travel attached
- 5) 1- to 2-page outline or written presentation of the project you have developed as a result of your travel

To Receive Two Credits:

- 1) Assignment Overview
- 2) Log of places visited and purpose of visiting those places, and time spent at EACH place
- 3) 10 to 15 photos of places visited with accompanying captions describing the location
- 4) List of materials, texts, equipment, etc. gathered to formulate and/or become part of the project
- 5) Time Summary verifying a minimum of **30 hours** of time devoted to this project with evidence of travel attached
- 6) 3- to 4-page outline or written presentation of the project you have developed as a result of your travel

To Receive Three Credits:

- 1) Assignment Overview
- 2) Log of places visited and purpose of visiting those places, and time spent at EACH place
- 3) 10 to 15 photos of places visited with accompanying captions describing the location
- 4) List of materials, texts, equipment, etc. gathered to formulate and/or become part of the project
- 5) 6- to 8-page outline or written presentation of the project you have developed as a result of your travel
- 6) Time Summary verifying a minimum of **45 hours** of time devoted to this project with evidence of travel attached.

To Receive Four Credits:

- 1) Assignment Overview
- 2) Log of places visited and purpose of visiting those places, and time spent at EACH place
- 3) 20 to 25 photos of places visited with accompanying captions describing the location
- 4) List of materials, texts, equipment, etc. gathered to formulate and/or become part of the project
- 5) 8- to 10-page outline or written presentation of the project you have developed as a result of your travel
- 6) Time Summary verifying a minimum of **60 hours** of time devoted to this project with evidence of travel attached.

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: TRAVEL RELATED

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 have always been intrigued with the French language...; or, I would like to bring firsthand knowledge of the Korean people to my classroom; or, I have always wanted to chase a tornado, etc.
- 2) What, going in, is the intent of your project? Example: To gather authentic fossils from the Montana landscape so I can demonstrate archaeology to my class; or, to educate my fellow teachers about the current politics of Viet Nam; or, to explore and share the plight of the rainforests, 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 ***C***ourses for ***T***eachers
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.*

NOTE: Credit will not be given for time used in teaching or delivering the unit of study developed as a result of this travel, or for actual travel time or total amount of time on the trip.

NAME: _____

SSN# OR STUDENT ID# _____

COURSE NAME: **INDIVIDUALIZED STUDY: Travel-Related**

COURSE NUMBER (if known) or area of study: _____

NUMBER OF CREDITS REQUESTED: _____

RECORD OF TIME SPENT:

Reading/Viewing/Studying _____

Researching _____

Time Spent at Locations _____

Writing and Preparing Assignments _____

Total time devoted to this credit _____ 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: _____

COPIES OF YOUR ITINERARY, FLIGHT VOUCHERS, HOTEL RECEIPTS, AND MUSEUM OR LOCATION CHARGES, AND/OR DOCENT SIGNATURES MUST BE ATTACHED.

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.