

FRESNO PACIFIC UNIVERSITY
Center for Professional Development and Courses for Educators

Partnership Affiliate & On-Line Advertising
Link Connection for Course Registration

FORMAT FOR ENROLLMENT (Check Appropriate Course Enrollment Plan)

___ **Workshop Plan** – Group Start Date: _____
Location: _____ Instructor/Facilitator: _____

___ **Independent Study Plan*** – Group Start Date: _____
Location: _____ Instructor: _____

___ **Independent Study Plan*** – <http://courses4educators.com>
Individual Start Date: _____ Instructor _____
Location: Work Station determined by student at own school or place of choice.

GENERIC COURSE SYLLABUS
For 2018 Course Offerings

All Courses are Linked to
Making Your Own Classroom Materials or Educational Program Projects

(Go to the next page, review course offerings, select, and list course of enrollment)

Course Number: _____ Course Title: _____

PERSONAL DATA
(Please Print)

Name: _____ Phone: _____ Cell: _____
Address: _____ City: _____ St./Zip _____
Email: _____ School Email: _____
School District: _____ School Name: _____

***Independent Study Plan Students Only:**

***During the course registration process, Independent Study Plan students will be issued a course syllabus via email. Upon completion of all assignments in the course syllabus, student must scan their completed syllabus in .pdf format and electronically mail to the instructor Michael Mills at millsmichael@me.com for grade processing, receiving a grade, and graduate level credits from Fresno Pacific University. Closing protocol is on page 13 of this syllabus.**

Credit is available at **\$450 per 3 Unit Class**
 Students complete the Online Registration process at
<https://ce.fresno.edu/courses-for-educators-michael-mills-workshops>

FRESNO PACIFIC UNIVERSITY

2018 COURSE LISTINGS

Course	Title	Dates		Units	Location
EDU 1025	ELEM PROJ I 2018	1/1/18	12/31/18	3	Incline Village
EDU 1026	ELEM PROJ II 2018	1/1/18	12/31/18	3	Incline Village
EDU 1027	SEC PROJ I 2018	1/1/18	12/31/18	3	Incline Village
EDU 1028	SEC PROJ II 2018	1/1/18	13/31/18	3	Incline Village
EDU 1029	ELEM PROJ I 2018	1/1/18	12/31/18	3	Kings Beach
EDU 1030	ELEM PROJ II 2018	1/1/18	12/31/18	3	Kings Beach
EDU 1031	SEC PROJ I 2018	1/1/18	12/31/18	3	Kings Beach
EDU 1032	SEC PROJ II 2018	1/1/18	12/31/18	3	Kings Beach
EDU 1033	ELEM PROJ I 2018	1/1/18	12/31/18	3	Reno Fall
EDU 1034	ELEM PROJ II 2018	1/1/18	12/31/18	3	Reno Fall
EDU 1035	SEC PROJ I 2018	1/1/18	12/31/18	3	Reno Fall
EDU 1036	SEC PROJ II 2018	1/1/18	12/31/18	3	Reno Fall
EDU 1037	ELEM PROJ I 2018	1/1/18	12/31/18	3	ISC
EDU 1038	ELEM PROJ II 2018	1/1/18	12/31/18	3	ISC
EDU 1039	ELEM PROJ III 2018	1/1/18	12/31/18	3	ISC
EDU 1040	SEC PROJ I 2018	1/1/18	12/31/18	3	ISC
EDU 1041	SEC PROJ II 2018	1/1/18	12/31/18	3	ISC
EDU 1042	SEC PROJ III 2018	1/1/18	12/31/18	3	ISC
EDU 1043	ELEM PROJ I 2018	1/1/18	12/31/18	3	Reno Summer
EDU 1044	ELEM PROJ II 2018	1/1/18	12/31/18	3	Reno Summer
EDU 1045	SEC PROJ I 2018	1/1/18	12/31/18	3	Reno Summer
EDU 1046	SEC PROJ II 2018	1/1/18	12/31/18	3	Reno Summer
EDU 1047	ELEM PROJ I 2018	1/1/18	12/31/18	3	Lovelock
EDU 1048	ELEM PROJ II 2018	1/1/18	12/31/18	3	Lovelock
EDU 1049	SEC PROJ I 2018	1/1/18	12/31/18	3	Lovelock
EDU 1050	SEC PROJ II 2018	1/1/18	12/31/18	3	Lovelock
EDU 1051	ELEM PROJ I 2018	1/1/18	12/31/18	3	Winnemucca
EDU 1052	ELEM PROJ II 2018	1/1/18	12/31/18	3	Winnemucca
EDU 1053	SEC PROJ I 2018	1/1/18	12/31/18	3	Winnemucca
EDU 1054	SEC PROJ II 2018	1/1/18	12/31/18	3	Winnemucca
EDU 1055	ELEM PROJ I 2018	1/1/18	12/31/18	3	Carson City

Course	Title	Dates		Units	Location
EDU 1056	ELEM PROJ II 2018	1/1/18	12/31/18	3	Carson City
EDU 1057	SEC PROJ I 2018	1/1/18	12/31/18	3	Carson City
EDU 1058	SEC PROJ II 2018	1/1/18	12/31/18	3	Carson City
EDU 1059	ELEM PROJ I 2018	1/1/18	12/31/18	3	Battle Mtn
EDU 1060	ELEM PROJ II 2018	1/1/18	12/31/18	3	Battle Mtn
EDU 1061	SEC PROJ I 2018	1/1/18	12/31/18	3	Battle Mtn
EDU 1062	SEC PROJ II 2018	1/1/18	12/31/18	3	Battle Mtn
EDU 1063	ELEM PROJ I 2018	1/1/18	12/31/18	3	Reno Spring
EDU 1064	ELEM PROJ II 2018	1/1/18	12/31/18	3	Reno Spring
EDU 1065	SEC PROJ I 2018	1/1/18	12/31/18	3	Reno Spring
EDU 1066	SEC PROJ II 2018	1/1/18	12/31/18	3	Reno Spring
EDU 1067	ELEM PROJ I 2018	1/1/18	12/31/18	3	Elko
EDU 1068	ELEM PROJ II 2018	1/1/18	12/31/18	3	Elko
EDU 1069	SEC PROJ I 2018	1/1/18	12/31/18	3	Elko
EDU 1070	SEC PROJ II 2018	1/1/18	12/31/18	3	Elko
EDU 1071	ELEM PROJ I 2018	1/1/18	12/31/18	3	Rome
EDU 1072	ELEM PROJ II 2018	1/1/18	12/31/18	3	Rome
EDU 1073	SEC PROJ I 2018	1/1/18	12/31/18	3	Rome
EDU 1074	SEC PROJ II 2018	1/1/18	12/31/18	3	Rome
EDU 1075	ADMIN ELEM PROJ I 2018	1/1/18	12/31/18	3	ADMIN
EDU 1076	ADMIN ELEM PROJ II 2018	1/1/18	12/31/18	3	ADMIN
EDU 1077	ADMIN ELEM PROJ III 2018	1/1/18	12/31/18	3	ADMIN
EDU 1078	ADMIN SEC PROJ I 2018	1/1/18	12/31/18	3	ADMIN
EDU 1079	ADMIN SEC PROJ II 2018	1/1/18	12/31/18	3	ADMIN
EDU 1080	ADMIN SEC PROJ III 2018	1/1/18	12/31/18	3	ADMIN



Continuing Education

1717 S. Chestnut Ave.
 Fresno, CA 93702
 Phone: 559-453-2015 or 800-372-5505
 Fax: 559-453-2006
continuing.education@fresno.edu
ce.fresno.edu

From: Registrar
Re: Description of the Fresno Pacific University

Center for Professional Development Workshops

The following statements describe the Fresno Pacific University Professional Development workshops. Further inquiries may be directed to the Continuing Education office at 800-372-5505 or 559-453-2049.

Fresno Pacific University Center for Professional Development

Fresno Pacific University is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and colleges and authorized to offer professional development coursework through Continuing Education. These courses serve a distinct audience consisting of practicing pre-school through twelfth grade teachers and administrators. The primary goal of Continuing Education is to meet the needs of school districts and provide courses that will strengthen the teachers, the school district, and the students they serve.

Policy Statement

1000 Series – Professional Development Workshops and Conferences

The Fresno Pacific University Office of Continuing Education offers professional development workshops and conferences that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are graduate-level, professional development semester units of credit that are not part of a degree program, but are designed in collaboration with school districts to meet specific staff development needs. 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.

The FPU transcript legend reads as follows for workshops:

Course Number	Course Category
1000-1999	Graduate-level university credit offered through the Center for Professional Development for workshops and conferences, and not part of a degree program.

Enrollment Procedures

Enrollment: Enrollment in workshops for which Fresno Pacific University professional development units are offered is possible during the first two class sessions. Students must either register online or complete a Registration Form and return it along with payment to the course instructor. Students may take a maximum of nine units concurrently, and may not complete more than 15 workshop units per semester.

Refunds: A full refund for tuition, less a \$30 handling fee, will be granted if a course is dropped before the course is 50% completed. After the halfway point, a 50% refund will be granted; after the course is completed, no tuition refund will be issued.

Grades: A grade of **Credit/No Credit (CR or NC)** will be issued for all coursework. Credit is equivalent to a B grade or better. Letter grades are not issued. Login/create an account on the CE website at ce.fresno.edu; click on My Account, then on View My Classes and/or Final Grade Report.

Transcripts: Official Transcripts may be obtained **AFTER** you have viewed your grade online. Login/create an account on our CE website at ce.fresno.edu; click on My Account, then on Order Transcripts.

Login to the CE Website at ce.fresno.edu

2.15.18

Course Information

Course # _____ Course Title _____ Units _____
Course Credits: Each Course – Three (3) Graduate-Level Semester Units of College Credit
Tuition Cost: \$450 Per Each 3 Unit Course

Instructor Information:

Instructor's Name: Michael Mills, MA (California State University Long Beach)

Contact: Phone: +1-562-987-0690 Mobile: +1 (562) 787-8690 (text ok)

Email: millsmichael@me.com

Address: Courses 4 Educators, 4629 East Ocean Blvd., Long Beach, CA 90803-3110

Website: <http://courses4educators.com>

Course Overview:

Certified educators will earn three semester graduate level units of college credit and a letter grade from Fresno Pacific University upon satisfactory completion of forty-five hours coursework and assignments. The Western Association of Schools and Colleges (WASC) accredits Fresno Pacific University. The central focus of the course is to enable students to make their own original instructional or educational projects tailored for practical use in teaching grade level subject matter assignments or in educational program support assignments. Transferability and acceptability of the credits are at the discretion of the receiving institution. Upon enrollment and registration, a Course Syllabus containing requirements, assignments, and pertinent Fresno Pacific University information will be issued to each student. The major aspects of the coursework are the development of instructional materials and/or educational projects, recording the completed coursework experiences in a Log Record Journal and showing proof of coursework productivity, and evidence of learning upon course completion. When all coursework activities, assignments, and requirements have been documented and verified, the student will submit the completed coursework to the instructor for grading and issuance of credit.

Course Outcomes – Upon successful completion of this course, the students will have:

- Made customized resources for meeting their own unique educational needs.
- Created materials and/or projects for use in their classrooms or educational programs.
- Addressed district, state and national standards as appropriately related to career.
- Produced a time log journal of the coursework experiences listing derived benefits.
- Built confidence and competence in creating resources for meeting educational needs.
- Self-made materials and/or projects readily available for implementation as needed.
- Completed coursework that is connected with self-developed course objectives.
- Become better equipped by completing coursework related to self-written objectives.
- Submitted a self-prescribed action plan for integrating the newly created resources.
- More awareness of the vast amount of educational resources available to educators.
- Developed useful skills for working independently and becoming more self-reliant.
- Improved abilities to make their own instructional materials or educational projects.
- Improved their educational research skills and efforts in locating resources.
- Become better prepared to perform better as a professional educator.

Course Description:

This hands-on course enables educators to individually develop customized instructional or educational projects of their own choosing for curriculum and/or program enhancement. Students on their own choose, select, and develop original and customized resources for use in the teaching/learning process or for utilization in specialized educationally related assignments.

Students engage in a variety of learning activities that include, but not limited to, coursework planning, selecting course goals and objectives, researching and evaluating educational resources, completing a self-inventory, developing instructional materials and/or projects, completing a personal data information form, completing a written log listing coursework activity hours of involvement, developing an action plan for implementation, and completing a course evaluation in written form reflecting coursework benefits. Teachers are encouraged to develop curriculum resources targeted for increasing student motivation, engagement, achievement, and improving test scores. Non-teaching personnel may develop educational projects of their own choosing, providing the projects relate to their educationally related career assignments. Upon course completion, the students will be able to immediately apply and use the newly developed classroom instructional materials and/or educational program projects in their classes or educational career settings.

Basic Course Requirements:

- Review the Course Syllabus and complete all assignments contain therein.
- Make your own classroom materials and/or educational program projects.
- Keep Log Record Journal of coursework time and tasks for verification of course productivity.
- Have documented Log Record Journal of coursework verified by a Course Monitor.
- Upon course completion, submit completed Course Syllabus of coursework as directed.

Course Requirements – Hours and Assignments:

- Spend 45 verified hours to completing coursework activities and assignments.
- Select a qualified Course Monitor to verify coursework for accuracy and completeness.
- List selection of course goals and objectives.
- Address the district, state, and national educational standards.
- Maintain a log documenting coursework time and tasks from onset through course completion.
- Complete an Action Plan for implementation of developed course projects.
- Show proof of coursework productivity in a Log Record Journal of completed assignments.
- Write an evaluation summary and address the resulting benefits of this course.

Table Outlining Schedule of Assignments:

The starting point of the coursework would be for the student to read the Course Syllabus. A careful perusal of the Course Syllabus is paramount for familiarizing the students with the course description, course requirements, course outcomes, course completion procedures, and course assignment format. The Course Syllabus contains information and instruction on how to proceed and complete all assignments. The following table is a preview of the coursework involvement. In completing the major assignments, the student is required to develop tangible hands-on class materials or educational projects of his or her choosing. In addition to the self-made productions, the student is further required to complete all course assignments included in the Course Syllabus. While completing the coursework and assignments, the student is expected to use critical thinking, problem solving, and decision-making skills. The student, at course ending, shows further evidence of learning by submitting the Course Syllabus containing all completed assignments to the instructor as directed.

Table: Listing of Coursework Related to Making Classroom Materials and/or Education Projects

Assignment #1 - Selecting a Course Monitor for Verification of Coursework
Assignment #2 - Selecting Goals and Listing Course Objectives
Assignment #3 - Self-Needs Assessment and Listing Selected Projects to Develop
Assignment #4 - Action Plan for Implementation of Newly Developed Educational Resources
Assignment #5 - Log Record Journal of Listing Activities and Hours Spent on Coursework Tasks

Assignment #1 – Selecting a Course Monitor for Verification of Coursework:

Course Monitor – To be Chosen for Verifying Student’s Coursework in Log Record Journal

It is the student’s responsibility to select a qualified certificated person to become his or her Course Monitor for verifying the evidence of learning taking place and validating student coursework productivity. It would be in the student’s best interest to find and choose someone who would be eager to serve as the student’s Course Monitor. Basically, the Course Monitor has the professional responsibility to review and verify the student’s coursework and on-task accumulated hours as accurate and complete. The student obtains a commitment from the Course Monitor to meet at a course culminating conference for the purpose of validating the coursework contained in the Log Record Journal as accurate and complete. Any of the following certificated personnel may be chosen to perform as the student’s Course Monitor: (1) A Teacher with a minimum of three years experience, (2) A Teacher with a Masters Degree, (3) A Department Chair, or (4) Any Administrator.

Purpose: Course Monitor will verify the accuracy of student-recorded entries of coursework listed in the Log Record Journal on page 11 of this Course Syllabus.

Instruction: The student obtains a commitment from the Course Monitor to meet at a course concluding review conference for the purpose of validating evidence of coursework productivity.

Course Concluding Review Conference: The course concluding review conference is to be scheduled when the student coursework has been finalized and the time of course on-task activities equals the minimum of 45 hours, the requirement for issuance of three-semester units of college credit. At the course concluding review conference, both the student and the course monitor will jointly affix their signatures on page 11 of this course syllabus, attesting to the accuracy and completeness of the recorded data listed in the Log Record Journal of coursework activities.

Course Monitor Information: Fill in the lines blank lines pertaining to your Course Monitor.

Name of Course Monitor Position of Course Monitor Phone # of Course Monitor

Credit your time spent in completing this assignment by transferring and listing your answers cited below as logged entries in the Log Record Journal on page 12 of this syllabus. Round off to the nearest hour.

Date of Activity Activity Completed (Describe) Hours Spent

Assignment #2 - Selecting Course Goals and Listed Objectives:

Purpose: Completing this assignment in the early stages of the coursework experiences allows for the completion of subsequent assignments after your course goals and objectives have been established and conceptualized with a solid understanding of course expectations.

Course Goals: Check boxes most appropriate for your enrollment in this course.

- Constructing unique and customized resources for educational purposes.
- Having self-made classroom materials or educational program projects readily available.
- Adding supplementary resources to curriculum cache or educational repertoire.
- Increasing awareness of district, national, and state standards linked to career assignment.
- Increasing knowledge, competence, and effectiveness as an educator.
- Learning to make materials or projects for educational purposes.
- Become better equipped and prepared for being more effective in job performance.
- Looking for additional ideas, methods, and ways to improve the educational process.
- Salary Advancement.
- License Renewal or Re-Certification.

From the above listed course goals, cite your most important goal for enrolling in this course.

Listed Course Objectives: Show your awareness of these objectives and check all four as listed. Successful completion of the four course objectives cited is required for receiving a passing letter grade and three semester graduate-level units of college credit.

- Making your own classroom materials and/or educational program projects
- Performing on task coursework activities for at least the minimum of 45 hours.
- Increasing awareness of district, national, and state standards linked to career assignment.
- Successfully completing all assignments in this Course Syllabus.

Credit your time spent in completing this assignment by transferring and listing your answers cited below as logged entries in the Log Record Journal on page 12 of this syllabus. Round off to the nearest hour.

Date of Activity	Activity Completed (Describe)	Hours Spent
------------------	-------------------------------	-------------

Assignment #3 - Self-Needs Assessment and Listing Selected Projects to Develop:

Purpose: Through a self-identified needs assessment, determine what classroom materials or educational projects would benefit your classroom or enhance your program. Based on the needs assessment results, the major purpose of this assignment is the selection of materials or projects to be developed in the course. Selecting materials or projects to be developed is the starting point enabling the student to move forward in making original and customized resources to be utilized in the educational setting.

Teachers may develop and make, but not limited to, teaching units, lesson plans, grading charts, learning games, calendars, posters, flash cards, charts, displays, visual aids, overhead projections, quizzes, spelling lists, tests, bulletin board displays, portfolio models, computerized presentations, classroom libraries, multi-media presentations, budgets, learning centers, field trip plans, letters to parents, and other learning materials and or projects

Administrators, Counselors, Directors, Support Personnel, and Athletic Coaches may create, construct, or develop educational projects of their choosing provided the projects relate to their educational career assignments.

List of Sample Course Projects to Consider:

Project ideas for teachers:

Articulation Drill Cards	Multi-Medial Presentations
Artwork Materials	Number Line Display
Behavior Charts	Overhead Transparencies
Book Report Form	Picture Collages
Box Tasks For Stations	Pocket Games
Classroom Libraries	Portfolio Models
Computerized Calendars	Postcard Information Mailers
Computerized Letters	Puppets & Flannel Cutouts
Course of Study Development	Reading Folders
Cutouts For Poster Exhibits	Record Keeping Booklet
Flash Cards	Sets of Quizzes
Folders For Standards	Slide Presentations
Grading Charts	Student Handbook
Grade Sheet Forms	Study Guide Folders
History Of Events Display	Teaching Units
Informational Brochures	Testing Instruments
Internet Materials	Teaching Instruments
Inventory Check List	Three-Ring Notebooks
Lamination Projects	Tools For Instructional Use
Learning Games	Quick & Ready Lessons
Learning Center Projects	Visual Aids Development
Lesson Plans	Website Materials
Letter To Parents	Word Study Lists
Manipulative Materials	Word Wall Board
Mapping Curriculum Exhibit	Writing Steps List

Project Ideas for Non-Teaching Personnel:

The following list of project examples, by no means all-inclusive, are projects aligned with administrative, counseling, instructional support services and after school programs. Administrative Leadership Manual, Development of: Counselor’s Handbook, Discipline Policy Booklet, Attendance Director’s Guidebook, Athletic Policy Handbook, Football Coaching Instructional Booklet, Basketball Fundamentals Guide for Coaches, Coaching Track and Cross Country Manual, Setting Up the Yearly Master Schedule, Curriculum Director’s Guidebook, Policies for the Department Chair, Principal’s Advisory Council Procedures, Handbook for the Physical Educational & Athletic Department.

Instructions: Reflect on your instructional materials needs or educational program needs. Ask yourself the following question: What resources, instructional materials, or educational projects, do I not have and would like to make for my own use? What will you make, construct, produce, or develop as resources for assisting you in your job performance? List your selected materials or projects to be developed in the provided form reflected below.

Materials or Projects to be Developed

Materials or Projects to be developed

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After you have performed the self-needs assessment, selected, and listed your materials or projects to develop, you may start creating and developing the materials or projects of choice and be sure to include your summary of the activity hours of involvement in developing your materials and/or projects.

Credit your time spent in completing this assignment by transferring and listing your answers cited below as logged entries in the Log Record Journal on page 12 of this syllabus. Round off to the nearest hour.

_____	_____	_____
Date of Activity	Activity Completed (Describe)	Hours Spent

**Assignment #5 - Log Record Journal of Hours of Activities and Coursework Tasks –
Minimum of 45 Hours Required:**

While materials, projects, and Course Syllabus assignments are being completed, the student is to log entries describing the activities, and at the same time, keep a running account of the accumulated hours of the time consumed. When the student coursework time totals a minimum of 45 hours, the student makes contact with the selected Course Monitor and arranges for the course ending conference meeting for final review, discussion, and verification of completed coursework.

Coursework Record Document Showing Proof of Course Productivity & Evidence of Learning

Date	Activities/Tasks Description (List all hours of course connected activities)	Time In Hours	Accumulated Hours	Monitor's Initials
	Hours of involvement with Course Monitor			
	Exit Session with Instructor (for Workshop Plan Students only)		1 Hour	
		Total	45 Hours	

Proof of Course Productivity and Evidence of Learning: The logged entries recorded in this Log Record Journal establishes documentation for verification as proof of course productivity and evidence of learning by the Course Monitor and further allows for assessment and evaluation by the Instructor for the issuance of grade and credit. Both the student and Course Monitor, simultaneously, signs-off on the Log Record Journal of Coursework, and thereby, both attesting to the documents as being accurate and complete.

Course Monitor Verification: I certify to the best of my knowledge the information on this form is accurate.

_____ Course Monitor's Printed Name _____ Course Monitor's Signature _____ CM's Initials _____ CM's Phone

Student Verification: I certify that the information on this form is accurate.

_____ Student's Printed Name _____ Student's Signature _____ Date of Final Conference

Course Ending Procedures:

Workshop Plan course includes 20 hours of workshop group sessions, a minimum of 24 hours of individual work, and an hour exit session to be arranged with the instructor. Student must scan and submit in .pdf format the completed course syllabus which will present proof of course productivity by showing evidence of learning to the onsite instructor. An email address for students to electronically mail their completed course syllabus is given during first class session from the onsite instructor which can be written here _____

Independent Study Group Start Plan students will register at a deemed location with the instructor or facillitator and pick up the course syllabus in person. Students must scan their completed syllabus in .pdf format and electronically mail to the instructor Michael Mills at millsmichael@me.com for grade processing, receiving a grade, and graduate level credits from Fresno Pacific University. Please include your Name, Course Number, Titile, & Location where you registered for the class in the Subject Line.

Independent Study Plan <http://courses4educators.com> Students must scan their completed syllabus in .pdf format and electronically mail to the instructor Michael Mills at millsmichael@me.com for grade processing, receiving a grade, and graduate level credits from Fresno Pacific University. Please include your Name, Course Number, Titile, & Location where you registered for the class in the Subject Line.

Fresno Pacific University Transcript Request Form Provided:

The instructor will assess your completed coursework assignments, proof of coursework productivity, and evidence of learning reflected in the Course Syllabus and will send a grade report to Fresno Pacific University for processing. Transcripts may now be requested online; students may create an account on the CPD website at <http://ce.fresno.edu/cpd/>, then click on Order Transcripts.

Policy on Plagiarism:

All people participating in the process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalogue.

Instructor Grade and Credit Evaluation of Student-submitted Course Work:

Points Possible: 100 points

Selecting a Course Monitor For Verification of Coursework	20 pts.
Selecting Goals and Listing Course Objectives	10 pts.
Action Plan for Implementation of Developed Projects	20 pts.
Log Record Journal of Listing Coursework Activities and Hours Spent on Tasks	50 pts.

Grading Scale:

- 90-100 points: Letter grade of "A" with Credits issued.**
- 80-89 points: Letter grade of "B" with Credits issued.**
- 79 points of below: Grade of "NC," meaning no credit issued.**

Course Evaluation By Student:

Purpose: (1) To let us know what you think about this course. (2) To give you an opportunity to rate and evaluate the course, and (3) Asking for you're input and comments.

Instructions: Using a scale of 1-5 where 5 is excellent, 4 very good, 3 good, 2 adequate, and 1 is poor, rate the course by circling the number of your evaluative choice.

PLEASE RATE THIS COURSE ON:

RATING

Meeting of your expectations and furthering your educational goals.	5	4	3	2	1
Service you received from your enrollment through course completion.	5	4	3	2	1
Overall value you received from enrolling and completing the course.	5	4	3	2	1
Time lines and conditions of the course materials received.	5	4	3	2	1
Organization, and design of the course.	5	4	3	2	1
Variety of coursework activities and assignments.	5	4	3	2	1
Amount of coursework involved and time frame of course.	5	4	3	2	1
Assignments being relevant, appropriate and applicable.	5	4	3	2	1
Assistance and support received from the instructor.	5	4	3	2	1
Increase of your professional knowledge, know-how, and effectiveness.	5	4	3	2	1
Practicality and usefulness of coursework completed.	5	4	3	2	1
Goals, objectives, and expected outcomes being made clear.	5	4	3	2	1
Assistance in being better prepared to perform better in assigned duties.	5	4	3	2	1
Acquiring of course outcomes to assist in performing assigned duties.	5	4	3	2	1
Overall rating and evaluation of how your feel about this course.	5	4	3	2	1

INPUT & COMMENTS:

Please tell us what you think about this course: _____

Would you like to add any comments? If so, please do: _____

May we include any of your statements above on our www.Courses4Educators Website? Yes ___ No ___