

SUU K-12 Professional Development Program

Thank you for choosing Southern Utah University. Please use this checklist to ensure your course proposal is reviewed as quickly as possible.

Proposals are to be sent to: k12inservice@suu.edu.

Checklist

Please include this required information with all proposals:

- 1. **Proposal cover sheet on school/district/organization letterhead, to include:**
 - a. Contact name, address, telephone number, and e-mail.
 - b. Name of conference.
 - c. State “For General Professional Development”
 - d. Number of credits (1 credit for each 15 hours of *contact time).
 - e. Brief conference description (2-3 sentences at most).
- 2. **Complete syllabus - should include at least the following elements:**
 - a. Expanded description of conference.
 - b. Exact date of the conference.
 - c. Description of each session (please include a program or brochure if possible)
 - d. Total *Contact time for each day of the conference. Definition of contact time is found at the bottom of this document.
 - e. The following policy is placed verbatim into the syllabus: *To qualify for credit, Southern Utah University requires that learners must complete 15 hours of contact time per credit hour in any given course.*
 - f. Section titled “Expected Learning Outcomes” clearly explaining what a learner can do after having completed the conference (see “Expected Learning Outcomes” link on website for examples).
 - g. Grading Rubric for each assignment, or one if used for all assignments.
 - h. Substantive final assessment (many types accepted, experiential learning encouraged).
- 3. **Resume for the lead contact person showing master’s degree, and experience relevant to course topic.**

* Contact hours definition: Time spent with an instructor (in person or through synchronous/asynchronous technology), learning team, online text-based forum, lecture captured content, video-based instruction, computer-based instruction or simulations, conference attendance (must show accountability and have a substantive final assessment) and so forth. Time not considered contact hours include homework outside of class: reading, writing, non-group projects, and so forth.

Created March 2013, revised 12-2-2013 (for conferences)