

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 course.
 - c. State either “For Endorsement” or “For General Professional Development” (Endorsement courses use syllabi and curricula from our university – General Professional Development courses use your syllabi and curricula).
 - d. Number of credits (1 credit for each 15 hours of *contact time).
 - e. Name of instructor/s (lead instructor must have master's degree).
 - f. Brief course description (2-3 sentences at most).
- 2. **Complete syllabus - should include at least the following elements:**
 - a. Expanded description of course.
 - b. Exact date of each class meeting for face to face, or module dates for distance.
 - c. Description of each module, or face to face class (including a list of assignments and activities).
 - d. Total *Contact time for each class in face to face courses, or required contact time to complete each module in non-face to face courses. 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. List of learning materials (including website links if applicable) that will be used during the course.
 - g. Section titled “Expected Learning Outcomes” clearly explaining what a learner can do after having completed the course (see “Expected Learning Outcomes” link on website for examples).
 - h. Grading Rubric for each assignment, or one if used for all assignments.
 - i. Substantive final assessment (many types accepted, experiential learning encouraged).
- 3. **Resume for each instructor showing master’s degree (for lead), and experience relevant to course topic.**

Endorsement course instructors require a master’s degree in subject taught, **and** endorsement in the course topic (please contact respective endorsement coordinator for details; list on website).

* 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.