

## Course Information

Earn 2 to 4 Graduate Level Credits by Developing Practical Activities Based on a Grassroots Workshops course.

Brandman University will award 2, 3 or 4 semester hours of graduate level professional development credit based upon successful completion of course requirements. These credits are not part of a degree program but instead are used for professional advancement (such as salary increment steps and recertification). 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.

### Course Requirements

1. Complete the Grassroots Workshops course.
2. One credit is awarded based on your in class seat time and participation.
3. Complete a minimum of 15 hours of time for each additional credit, 15 hours for 2 credits, 30 hours for 3 credits and 45 hours for 4 credits.
4. Complete the required assignments outlined below. For 3 or 4 credits do **ALL** assignments, for 2 credits complete assignments, 1, 2 4 and 6.
5. Complete your work individually; no group work is permitted.
6. Submit all your assignments in one report. The report must include a title page with:
  - Your name and address (for sending your completed rubric)
  - Your email
  - Brandman ID # (refer to confirmation email)
  - Title of the course
  - Number of credits
  - Your grade level or Content area
7. Do not send the paper in a report cover.

### Grading

You will be graded on the overall quality of the paper, which includes the format, grammar, spelling, punctuation, title page, as well as inclusion of each of the assignments listed below, etc. See the rubric below for specifics.

The final report is due (postmarked) six months from the date of the session. Your report will not be returned to you. Grading may take up to four weeks from receipt of your paper. You will receive email confirmation when your grade is posted, with instructions on how to order a transcript. You will also receive a grade rubric by mail.

### Assignment # 1: Professional Development Overview/Reflection

Review your notes and materials from the course. If there are multiple content areas, prioritize two or three content areas, and use those areas for your focus in this course. In a minimum of one full page and maximum of 12 point font, summarize the information you explored, and respond to the specific questions below. Include time spent on this assignment in your Annotated Time Log.

- Describe the professional development opportunity in which you participated (course, webinar, training, seminar, etc.).
- Why did you select this course?
- Did this course meet your expectations? Why or why not?
- What was the most valuable information you gained and why was it most valuable?
- What was the least valuable information you gained and why was it the least valuable?
- How do you see this experience informing your short and long term goals?
- Would you recommend this experience to a colleague? Why or why not?
- Include other reflections as you see fit.

**Assignment # 2: Resource form**

Locate at least three resources that can help you explore areas of interest. List each resource, and write 1-3 sentences about why you believe these resources should be on your “to read” or “to view” list. The resources may be books, journal articles, websites, video clips, movies, or other materials.

Use the following format for each resource:

Resource #:

Resource citation - title, author, date, etc. (use APA or MLA formatting if possible)

Why you believe this resource should be on your “to read” or “to view” list:

**Assignment # 3: Resource Summary**

Select some of your resources from your resources to read/view/review. You do not need to read or view the entire resource, but please invest at least one hour in the resource for a three credit course and three hours for a four credit course. Include time spent on this assignment in your Annotated Time Log. You should balance the time you invest. If you need more time to meet your time requirement for the credit hours you selected, you may gain additional hours by investing more time on your resources.

- After reviewing your resource (s), respond to the following questions:
- How did this resource expand the information I learned in the course.
- What questions and/or ideas does this resource inspire for me?
- How will this resource inform my work as an educator?
- Would I recommend this resource to a colleague? Why or why not?

**Assignment #4: Project Plan**

Create a project plan in which you apply information you learned to your everyday work. Depending on your needs you might plan a project in a number of formats. Your project may be:

- a lesson plan
- a handbook or guidebook for students, colleagues, or parents
- a website, blog, wiki, video clip, or other media
- an assessment tool
- a detailed PowerPoint presentation (narrated if possible) and explanation of how it might be used
- a presentation
- other (if other, please contact your instructor for approval)

The plan must be a narrative of 3-4 paragraphs at minimum. Please include

- Why you chose this project
- What must be done in order to complete this project
- What you hope to achieve by completing this project
- How would you assess the success of this project

**Assignment #5: PROJECT DOCUMENTATION/REFLECTION (3 and 4 credits only)**

Complete the project you planned in assignment #4. Adjust the scope of the project to the time you have committed to allot to the entire course. Check your annotated time log, and budget your time appropriately.

Submit the assignment in an appropriate file format or provide a link.

Write a 1 page reflection (single spaced, maximum 12 point font) on your experience implementing the project by responding to the following questions and adding additional thoughts:

- What was the most valuable aspect of your work on this project?
- What surprises or unexpected challenges did you experience?
- If you had it all to do again, what would you do differently and why?
- How will this project influence your thinking, practice and goals in the future?

**Assignment # 6: Annotated Time Log**

Create an Annotated Time Log with a similar format to the one below. You may not include time spent on regular classroom activities for which you are already compensated. You may not log actual teaching time. It's against district policy in most, if not all, districts. You should include time spent completing all assignments for this course. **Please total the number of hours.**

Here is an example of the required categories and how the table will look when completed.

Date	Time	Activity	Reflection
May 12	1.5 hours	Searched the internet for 3 resources to use for Assignment #2. I wanted to find articles about creativity for second graders, explaining rubrics to students.	I had difficulty finding information about creativity particularly as it relates to second graders. I found more about creativity for adults, but I was able to apply the information about adults to children when I combined it with information about developmental stages. I would like to do more to enhance students' creativity, although I am finding that the rules we enforce at this grade level may inhibit creativity.
May 15	1 hour	Brainstormed about the type of project I would like to do so I could begin my outline	I thought about lesson plans I could do with students and about coaching I could do with parents to help inspire student creativity. I settled on a homework assignment that I will send home with students to parents and ask parents to comment on as well.
May 16	3 hours	I thought more about the project I want to do, and I want to also consider doing a presentation for parents that I can do "live" with groups but also record and have available for them to view. I started to write a script for a recorded version.	It is difficult to determine my ultimate project. I have so many options, but I know I need to settle on one, and I can always expand my ideas after this course. It is funny that I am working on a project about creativity and having my own "battles" with being creative.
<b>Total:</b>	<b>5.5 hours</b>		

**Grassroots Workshop Practicum Rubric**

The course evaluator who reviews your work will use the rubric below to assign points that will determine your grade.

**\_\_\_\_\_ TITLE PAGE (2 points)**

- 2—Includes all requested information
- 1—Includes most information
- 0—Significant information is missing

**\_\_\_\_\_ PROFESSIONAL DEVELOPMENT OVERVIEW / REFLECTION (2 points)**

- 2—Overview answers all requested questions and reflection shows ability to accurately assess learning related to professional development activity
- 1—Overview answers most of the requested questions and reflection paper shows some awareness of learning
- 0—Reflection paper not included or incomplete

**\_\_\_\_\_ LOCATE and EXPLORE FURTHER RESOURCES (3 points)**

- 3—Participant found the required number of resources and (if applicable) read and answered the resource summary questions, completely and appropriately
- 1—Participant found some resources and demonstrated effort to answer summary questions
- 0—Inadequate number of resources and/or incomplete summary questions.

**\_\_\_\_\_ PROJECT PLAN AND DOCUMENTATION (10 points)**

- 10—Project plan address all assignments effectively and completely as outlined in the course syllabus
- 6—Project plan reflects adequate effort towards completing coursework and show an effort to follow guidelines as outlined in the syllabus
- 4—Project plan reflects some effort towards completing coursework and following guidelines as outlined in the syllabus
- 0—Product/activities are inappropriate to course goals; do not follow course syllabus guidelines

**\_\_\_\_\_ TIME LOG (INCLUDING TIME LOG REFLECTIONS) (5 points)**

- 5—Log contains required number of hours, is neat and organized. Reflections are thoughtful and relevant to course topic
- 3 —Log contains most of the recommended hours, is readable and shows effort towards effective reflection
- 0—Log not included, incomplete, or unreadable

**\_\_\_\_\_ OVERALL QUALITY OF COMPLETED WORK (2 points)**

- 2—Participant follows the syllabus and presents materials professionally using correct grammar, punctuation, and spelling
- 1—Presentation of materials is adequate but needs more attention to grammar, punctuation, spelling and/or organization
- 0—Materials are difficult to read or poorly organized

**\_\_\_\_\_ TOTAL**

Instructor Comments:

**Grading Scale: A= 24-22 pts. B=21-19 pts. C=18-17 pts. D=16-14pts.**