SUU K-12 Professional Development Program GENERAL PROFESSIONAL DEVELOPMENT Proposal Checklist

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

<mark>**Please note that 3 items are required: a) cover sheet on school/district/organization letterhead (see list below), b) syllabus (see list below), and c) resume/vita of lead instructor (see note below).**</mark>

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. <u>Must be under 30 characters including spaces.</u>
   ☐ c. State either "For Endorsement" or "For General Professional Development" (Endorsement courses use a set syllabi and curricula dictated by the state– General Professional Development courses use your syllabi and curricula).
   ☐ d. Number of credits (1 credit for each 15 hours of *contact time).
   ☐ e. Dates you would like to have registration be open through. (Online registration only)
   ☐ f. If you are planning on using SUU's canvas or not
   ☐ g. Name of instructor/s (lead instructor <u>must</u> a have master's degree).

☐ 2. **Complete syllabus - should include <u>at least</u> the following elements:**
   ☐ a. Description of course.
   ☐ b. Title on cover sheet matches the syllabus
      c. Exact date of each class meeting for face to face, or module dates for distance.
   ☐ d. Description of each module, or face to face class (including a list of assignments and activities).
   ☐ e. 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.
   ☐ f. 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.*
   ☐ g. Include University Policy statements at bottom of syllabus (Please see below)
   ☐ h. List of learning materials (including website links if applicable) that will be used during the course.
   ☐ i. 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).
   ☐ j. Grading Rubric for <u>major</u> assignments, or one if used for all assignments.
   ☐ k. 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.**

* 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 <u>not</u> considered contact hours include homework outside of class: reading, writing, non-group projects, and so forth.

If you are considering doing an Endorsement proposal – please use the Endorsement Proposal Checklist.

University Policy Statements:

ACADEMIC INTEGRITY: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services found at this site: https://help.suu.edu/handbook) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

ADA STATEMENT: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

EMERGENCY MANAGEMENT STATEMENT: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at http://www.suu.edu/emergency

HEOA Compliance Statement: The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. Detailed information can be found at http://www.suu.edu/it/p2p-student-notice.html.

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DISCLAIMER STATEMENT: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.