LINDENWOOD

REAL EXPERIENCE. REAL SUCCESS.

Dear Educators,

You may apply to Lindenwood for graduate credit any time during the term. To avoid delays with grades and transcripts, we encourage you to apply to Lindenwood *one month prior to course completion*. See our [Frequently Asked Questions](#) and [Academic Terms](#) to better understand our timelines

Course: EW 51590 SMCAA – Core Processes and Development (1 Credit Hour)

To earn graduate credit, follow the instructions below:

- Complete the Lindenwood [workshop application](#) form by paying $75 per credit hour with a credit card. *Make sure to select the correct academic term/course title/district/organization.* Fill out the workshop application each time you pursue one or more professional development courses. Allow up to two weeks for registrations to be processed.

- Once the application is processed, you can check your grade status, unofficial transcript, or billing statement by accessing the *Student Portal* at [My Lindenwood](#). For Lindenwood student login credentials, please call IT (636)- 255-5100 or email [IT Helpdesk](#) with your full name and initials as per our records. **Note:** *If grading or registration is a work in progress, courses and grades will not show on the unofficial transcript.*

- **Grades are posted approximately two weeks after the term ends.** We encourage you to check the unofficial transcript prior to ordering an official transcript.

- An official transcript may be ordered online through [Parchment](#). Official transcripts are sent directly to a district, employer, or student and bear the university seal.

- **Graduate credits are nonrefundable.** Participants are strongly encouraged to verify with their school districts to determine if this graduate credit is applicable. These may be applied, in most cases, to satisfy CEUs or professional development requirements (plus hours) for salary advancement or licensure renewal. It is up to individual school districts and state certification renewal requirements as to whether they will approve these graduate credits.

If you have any questions, feel free to email k12pd@lindenwood.edu.

Azam Nathaniel
Program Manager, K-12 Professional and Continuing Education
636-949-4612 / anathaniel@lindenwood.edu

Syllabus

EW 51590 SMCAA – Core Processes and Development

Course Code: EW 51590
Credit Hours: 1 Credit Hour

Assignments:

AFTER COMPLETING ONE OF THE ABOVE WORKSHOPS, COMPLETE THE THREE FOLLOWING ASSIGNMENTS: Assignment	Assignment Hours
Verification of Attendance at workshop	5 hours
Assignment 1: After attending the entire session, write a 3-page overview discussing the major take-a-ways and explaining why you feel that these are critical pieces of learning. For each of these, describe how you will use this knowledge/skill to enhance your current position in your school. Use specific examples and rationales as support.	5 hours
Assignment 2: A key aspect of attending quality workshops is to bring back what you have learned to share with the rest of your faculty. Design a 1-hour professional development session for a group of teachers. Your action plan should include an overall objective, at least four learning activities during the PD session, a rationale for the use of these learning activities, and a plan on how you would suggest monitoring the effectiveness of the PD session.	5 hours

All assignments must be emailed to k12pd@lindenwood.edu by the end of each semester and addressed to *(Dr. Tanya Vest, Educational Leadership, College of Education and Human Services)*

If you have any questions regarding the assignments, please email anathaniel@lindenwood.edu (Azam Nathaniel, Specialist, Professional and Continuing Education)

Lindenwood University academic terms are:

- **Summer 2024:** May 13, 2024 - August 4, 2024
- **Fall 2024:** August 26, 2024 - December 13, 2024
- **Spring 2025:** January 13, 2025 - May 9, 2025
- **Summer 2025:** May 19, 2025 - August 10, 2025

**Registrations are open anytime during the term. Grade rosters are processed after each term and may take up to two weeks to post the grades.