



Dear Educators,

You may apply to Lindenwood for graduate credit any time during the semester. To avoid delays with grades and transcripts, we encourage you to *register 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)**

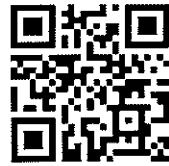
To earn graduate credit, follow the instructions below:

- Complete the Lindenwood [workshop registration](#) form by paying \$80 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 registration 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

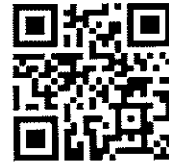
Course Code: EW 51590
Credit Hours: 1 Credit Hour

Assignments:

AFTER COMPLETING ONE OF THE ABOVE WORKSHOPS, COMPLETE THE THREE FOLLOWING ASSIGNMENTS	Assignment Hours
<p>Verification of Attendance at workshop</p> <p>Attend a minimum of FIVE hours of sessions during the conference. Hours may be Keynote session. List the sessions and time attended on a Word Doc as well as the total number of hours.</p>	5 hours
<p>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.</p>	5 hours
<p>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.</p>	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, Program Manager, Professional and Continuing Education)



The Grade Plan:

To earn a grade of “A”: Fully participate in the course activities and complete at least 90% of the coursework and documentation required on the syllabus in a timely manner.

To earn a grade of “B”: Fully participate in the course activities and complete at least 80% of the coursework and documentation required on the syllabus in a timely manner.

Failure to thoroughly complete curriculum or failure to meet the requirement of an “A” or “B” will result in failure of the class.

Academic Terms:

Registrations are open throughout the term. Lindenwood University grade rosters are sent to instructors after the term ends. Our academic terms are:

- **Summer 2025:** May 19, 2025 - August 10, 2025
- **Fall 2025:** August 25, 2025 - December 12, 2025
- **Spring 2026:** January 12, 2026 - May 8, 2026
- **Summer 2026:** May 18, 2025 - August 9, 2026