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PLS Instructor Help-guide

Created by

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University Contacts

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Advanced Programs

Non-programmatic:

- Course approvals/offerings
- Participant registrations
- Adjunct files
- Grades
- Student issues

Programmatic:

- Locating instructors
- Coordinating core courses
- Granting acceptance into the program
- Program Coordinator for Teaching and Learning Masters degree
- Student issues



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PLS Instructor Forms

- Adjunct Data Sheet
- Current Resume
- A copy of teaching certificate
- Three letters of reference
- Official Transcripts from highest degree

- **MUST** be in before you can be approved to teach (at least one month before class)



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Registration/Application

USF

- Will send applications once class has been confirmed
 - See application
 - Feel free to make extra copies if needed
- Will send grades/transcript sheet for “additional information” for students
 - Feel free to make extra copies if needed
 - See form
- Will send self-addressed, stamped envelope for return

INSTRUCTOR

- Have students complete registration/application
 - There is **NO APPLICATION FEE** for students
 - Make sure the email address is the preferred email
 - Registrar’s office will email grade to student
- Mail applications back to Alice in SASE



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What happens on our end?

Registration/Application:

- Once mailed to us, registrations/applications have to be sent to be inputted into the system
- Once in the system, registrations/applications are processed and students are registered
- Once registered, a class list can be run to be sent to the instructor
- Once the instructor reviews the class list, they communicate with Alice that all students are entered correctly and that all are attending

Grades

Near the end of the semester:

- Instructor requests grade sheet from Alice
- Alice faxes grade sheet to instructor
- Once class is complete, instructor completes grade sheet, signs it and faxes or mails signed sheet back to Alice
- Alice inputs grades and sends a confirmation email to instructor
- Students can request transcripts after grades have been entered

Important Dates

SPRING 2008

- PLS classes begin anytime, but at the University on January 7th
- ALL courses must be done and grades entered by May 2nd

SUMMER 2008

- PLS classes begin anytime, but at the University on May 12th
- ALL courses must be done and grades entered by August 8th

Hot off the Press- EXCITING NEWS!!!

USF and PLS have just signed a contract to offer a masters degree program utilizing a minimum of 12 PLS hours and a minimum of 18 USF core hours.

We will also be allowing 6 hours of transfer credit from Rockford College for those participants with previous PLS coursework.

The new degree will be a Masters of Science in Education: Teaching and Learning Degree.

Teaching and Learning Core Courses

- **MSED 610:** Methods of Educational Research
- **MSED 615:** Learning Theory: Advanced Educational Psychology
- **MSED 628:** Advanced Technology for Teachers
- **MSED 650:** Improvement of Instruction and Instructional Programs
- **MSED 694:** Contemporary Issues in Education



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Proposed sequences

“Cohort model”

- Groups may begin as a cluster- either initiated by an administrator or a group of teachers
- We will create a plan of study and cluster the core classes together

“Individual model”

- Participants may come to USF with PLS credit hours and seek a masters degree
- A transcript review will take place and a personalized plan of study will be created
- Candidates will self-select location(s) to attend core classes

Becoming a USF candidate

- During a given time within an individual's plan of study, he/she will apply to the masters program.
- A complete application will be completed and the file will be reviewed by the Program Coordinator.
- Once a participant becomes a candidate of the program, he/she would be eligible for financial aid.
- The participants will only be considered candidates of the program during the semesters that they are enrolled in the core courses.

Other program information

- The will be a capstone project requirement of the program. This will be presented during the core sequence.
- Generally, the Contemporary Issues class is presented in an on-line format.
- Candidates will be bound by policies and procedures of the university catalog available at www.stfrancis.edu/academics/university catalog.

General financial information

Current USF graduate cohort rate= **\$15,120**

Collaborative Teaching and Learning cohort rate
= **\$13,620**

2008-2009 rates:

PLS courses 6@ \$575 = \$3,450

USF core courses \$565 per cr. hr. = \$10,170

How you can help

- Let participants know about the USF masters program.
- Let colleagues know that we are always looking for adjuncts to teach the core courses.
- Refer others to visit www.stfrancis.edu/ed.
- Do not speak on behalf of the university. Refer direct questions to swysoglad@stfrancis.edu.