

## Graduate Credit for Professional Development Workshops

SUNY Buffalo State offers the option of graduate credit for professional development workshops for international educators in collaboration with workshop instructors.

### Information for Workshop Students:

Students can use professional development workshops for graduate credit when a workshop instructor partners with SUNY Buffalo State to offer graduate credit. If you are interested, please ask the appropriate administrator or instructor to initiate a request, following the guidelines provided for workshop instructors below.

In order to register for and complete a graduate level course through SUNY Buffalo State, you must first apply and be officially accepted as a graduate student. Contact Cathy Beecroft *Registration/Graduation* Coordinator with application questions at: [molendca@buffalostate.edu](mailto:molendca@buffalostate.edu)

**Application for Buffalo State Graduate Student here: [Application for Admission](#)**

Once the workshop course is approved, the workshop instructor will share with students the registration forms and an information flyer describing how students can earn credit. Please inquire with your instructor and refer to the Workshop Graduate Credit Registration Form for more information regarding requirements.

To receive graduate credit, students must attend all of the workshop sessions, participate in the workshop activities and complete assignments as directed by the workshop instructor(s) as stated on the Workshop Syllabus within the timeframe of the deadlines. The cost to the student is \$130.00 per graduate credit.

### Information For Workshop Instructors:

Instructors can inquire into providing graduate level credit for their international educator workshop. Syllabi must be submitted at least six weeks prior to the start of the workshop. Inquiries and Workshop Syllabi Proposal, including all requisite information can be sent to:

Dr. Susan Keller-Mathers at [kellersm@buffalostate.edu](mailto:kellersm@buffalostate.edu).

### SUNY Buffalo State Submission Procedures for Workshop Instructors:

Once the International Graduate Program for Educator's administration has reviewed the Workshop Syllabus and determined it meets Buffalo State Standards, the syllabus is submitted for evaluation and signatures to the Dean of the School of Education, Dean of the Graduate School, and Vice President of Academic Affairs. The submission should include a Workshop Syllabi with all required information, including a rubric and the instructor's Curriculum Vitae (CV), which must explicitly describe the instructor's educational training experience in relation to the workshop topic in a succinct and concise manner.

As soon as the course is approved, we will email the instructor an information flyer that will explain how students can earn credit. We will also email the course registration form to the instructor to share with any student interested in the option of credit. It is the student's responsibility to be officially accepted as a Buffalo State graduate student prior to enrolling in the workshop course and then registering for the workshop course.

### **Semester Timeframe for Workshop:**

**Fall Semester:** Courses offered between August 1st-December 1<sup>st</sup>

**Spring Semester:** Courses offered between December 2nd-May 1st

**Summer Semester:** Courses offered between May 2nd-July 31st

### **Instructions & Required Workshop Syllabi Format:**

At least six weeks prior to the start of the workshop, the instructor submits the Workshop Syllabus (see specifics below) as well as their CV indicating their expertise related to the workshop content.

## **Syllabi Requirements**

**Title of the professional development/workshop** *(A SUNY Buffalo State course title will be assigned upon approval of the syllabus.)*

**Name and brief bio of the instructor(s)** *(All submissions require a CV of the instructor that has a minimum of a Master's degree or co-teachers with a Master's degree holder)*

**Number of proposed graduate semester credits** *(One credit requires 15 contact hours of instruction, two credits are 30 contact hours, three credits are 45 contact hours. Contact hours are instruction, including in class time as well as readings, videos, and other instructional activities. Assignments are not included in contact hours.)*

**Exact dates and hours of instruction** *(Indicate instructional time only. Do not include lunch, breaks, etc. If other instructional activities are present such as additional readings, etc, indicate the specifics of those activities as contact hours as well. Be careful not to include assignments as contact hours as those are requirements beyond the contact hours for graduate credit)*

**Description and purpose of the workshop** *(Please be brief, no more than one paragraph.)*

**Student learning outcomes** *(Specify what students will know and be able to do as a result of what they have learned.)*

**Brief outline of instruction and Required Readings** *(Focus on content of the sessions, including readings of specific articles, texts, websites, etc)*

**Assignments** *(Describe what outcomes the students will produce as a result of the instruction. If not evident, explain how they are aligned with your student learning outcomes. Assignments should represent a significant time commitment to achieve a quality product and/or outcomes from the instruction/learning)*

**Assessment procedures to measure student learning outcomes** *(Include at least one rubric and any other other assessment tools aligned to your student learning outcomes.)*