

# **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. The focus of this document is Information for workshop instructors and/or coordinators to initiate a request for approval of a workshop course. Some basic information for students who are interested in graduate credit for workshops is also included in this packet.

For questions regarding Workshop Credit contact Kera Franceschini [francekm@buffalostate.edu](mailto:francekm@buffalostate.edu)

## **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 workshop instructor and/or coordinator of the workshop to initiate a request, following the guidelines provided for workshop instructors in this document.

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. Inactive students (accepted students who have not taken a course in a year) will also need to re-apply to become an active student again. Contact Kera Franceschini Admissions and Student Advisement Coordinator with application questions at: [francekm@buffalostate.edu](mailto:francekm@buffalostate.edu)

[Application for Buffalo State Graduate Student](#)

Once the workshop course is approved, our office will send a registration form and information regarding the workshop course for credit to the workshop instructor/coordinator at the beginning of the semester in which the workshop will be conducted. Registration forms can be shared by workshop instructor/coordinator with eligible individuals interested in earning graduate level credit for the workshop.

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

## Information for Instructors and/or Workshop Coordinators

Instructors/workshop coordinators can inquire into providing graduate level credit for their international educator workshop. Syllabus and instructor(s) CV's must be submitted at least six weeks prior to the start of the workshop. Inquiries, Workshop Syllabus Proposal, including all requisite information and Instructor's CV are sent to Kera at [francekm@buffalostate.edu](mailto:francekm@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 Instructor's CV and determined it meets Buffalo State Standards, the they are 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 Syllabus with all required information, including a rubric and the instructor's Curriculum Vitae (CV), which must explicitly describe the instructor's educational training and experience in relation to the workshop topic in a succinct and concise manner. The instructor's Doctoral degree as well as any other degree received must be outlined and include the institution and dates of completion. Additional information, including relevant employment history, trainings, presentations, awards, certifications, and products/publications should also be outlined. If information in the CV does not sufficiently show the instructors expertise regarding the content of the workshop, then additional information/rationale should be provided. If a presenter does not have a doctorate degree, they must have a master's level degree and sufficient expertise in the area of the workshop to be vetted for the course. Please be sure to provide information that specifies how the instructor is highly qualified to teach the specific content of the workshop.

When the course is approved, the instructor/workshop coordinator will receive an email indicating it is approved from Brandon Kawa, IGPE Director. At the beginning of the semester the course is being offered, the registration forms will be emailed to the instructor for distribution. It is the student's responsibility to be officially accepted as an active 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 Syllabus Format:**

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

## Syllabus 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. Please indicate the "instructor of record" who will be evaluating graduate student work for credit and submitting grades to IGPE).*

**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 and should represent approximately twice the contact hours. Indicate if the workshop is traditional (all seated), hybrid (some online aspects) or online (no seated aspects).*

**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/homework as contact hours as those are requirements beyond the contact hours for graduate credit. The information in this section should add up to the required number of instructional hours of 15 (1 credit), 30 (2 credits) or 45 (3 credits).*

**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. Please provide deadlines for final assignments that provide students adequate time to complete assignments but also fall well within the semester deadlines of May 1, August 1, or December 1 for instructors to submit grades.*

**Assessment procedures to measure student learning outcomes** *(Include at least one rubric and any other other assessment tools aligned to your student learning outcomes. It should be clear as to what is being graded, how it is graded and how a final letter grade will be determined)*

**Grading:** *(Grades are submitted using a letter grade system. Therefore, your assessment tool/rubric(s) need to specifically indicate how a letter grade will be determined. An example is included below.).*

*Example of Grading Scale:*

A= 90-100%  
B= 80-89%  
C= 70-79%  
E= less than 70%

**Example: Converting a 4 pt. Rubric Grading System to Letter Grade Example:**

Highly Evident	Evident	Somewhat Evident	Not Evident
4 (A)	3 (B)	2 (C)	1 (E)