

Procedure for Earning University Credit for Your Attendance at the Mindfulness in Education Conference

A University of Pacific Representative will be present at the workshop/conference on the first main day. It will be imperative you come see her. She will have the official forms you'll need that will verify your attendance at the conference/workshop.

You'll need a total of 45 hours to earn three semester units of university credit. So, for example, let's say the Representative signs you off for 20 hours of conference time, then you'd owe 25 more. If possible, it would be to your benefit to record the extra hours before you attend the conference. That way we could register you in and give you your grade right there in person, at the same time. Note: You can count work you've already done, up to 3 months prior. The work does not have to relate to the conference, it just has to be work that has enhanced your skills, knowledge or classroom environment, i.e., any combination of the following type activities: reading, researching, making project samples, previewing videos, making game parts, writing lessons, designing rubrics, designing centers, classifying or categorizing lessons and files, etc.

The format required to document extra hours is explained in the attached conference packet. The process for grading is simple. You will bring a log of work you've done (reading, researching, making game parts, writing lesson ideas, etc.) You'll bring proof of what you've done by showing notes, a short paragraph of explanation of each item, photos, whatever way you wish. The amount of extra hours plus the hours at the conference should equal 45 for three units.

If you choose to do the extra hours after the conference, no problem. You can mail in the registration, verification of attendance, and extra work later. In order to receive the discounted price for units and credit for your attendance, you must mail it in within 3 months after the conference.

I hope this explains it. If not, please feel free to call or email us at the office prior to the conference, or simply come see me at the event.

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UNIVERSITY CREDIT FOR TEACHERS PARTICIPATING IN A MINDFULNESS IN EDUCATION CONFERENCE

2009-2011 General Guidelines for Teachers – A Simple Process

1. **Get to know the policies of your school district regarding university credit for your participation in this educational conference/workshop.** Some districts require prior approval for graduate professional growth, and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement.
There are no refunds.
Important: You may not apply for credit for your participation in a conference/workshop if you have already received unit credit for your attendance via your school district or another university.
2. **Turn in at the conference/workshop to a University Representative at the conference/workshop, or send in the following, within three months after the conference:**
 - a) **A signed "Letter of Verification" form (enclosed) or Certificate of Attendance from the Conference/Workshop** – This gives you credit for your participation at the conference/workshop. The form or certificate must specify the number of hours you participated in educational activities at the conference/workshop and it must be signed by an authorized Conference/Workshop representative, a school district administrator, or by a University of the Pacific representative.
 - b) **Completed Registration Form** (enclosed).
 - c) **Reflection page** – Written reflection about what you got out of the conference/workshop and how the experience will enhance your teaching – one or two paragraphs.
 - d) **Payment of \$200 for three semester units – personal check, Visa or MasterCard**
 - e) **Additional work -- Log and Samples/Notes of Work (optional)**
If your conference/workshop activities falls short of the 45 hours you need for the three semester units you wish to earn, you will have to supplement with additional work. Easiest and quickest way: Document work you have done prior to the conference and bring it with you. In many cases, a University Rep at the conference can meet with you and review your work right there. The activities in your log do not have to relate directly to the tours you participated in, but they must be professional educational activities that either enhance your knowledge, your teaching skills, or your classroom environment.

If, for example, you are receiving credit for 15 hours for your conference/workshop time (attendance and participation at the conference/workshop), you will need to show proof 30 additional hours in order to earn three semester units of credit.

Your log may show professional activities you have done prior to or after the conference or workshop (pre-conference research/reading as well as follow-up activities.) When possible, enclose notes as proof of items in your log, i.e., notes on readings or research on the Internet, samples of lessons developed, print-outs of power point presentations, photos or notes about centers you developed, project samples you created, samples of rubrics developed, etc.

Good question to ask yourself: "Is what I am about to do going to enhance my knowledge, skills, curriculum, or classroom environment for years to come?"
If the answer is yes, it would be considered acceptable for your log.

General Information regarding unit credit with the University of the Pacific

The University of the Pacific is one of the oldest institutions of higher learning in the state of California. The Center for Professional and Continuing Education offers the opportunity to teachers to earn Graduate Professional Development. These semester units are designed for Graduate professional growth, not for pursuing an advanced degree. They may be applied towards the 150 hours of professional growth requirement to renew your Clear Credential.

All our courses are in accordance with guidelines set forth by CA WASC (Western Association of Schools and Colleges). Our courses have been accepted in school districts across the United States. However, school districts vary in requirements for prior approval. **Participants are advised to verify with their school district or state licensing bureau acceptance of such credit prior to registration for unit credit. There are no refunds.**

Grades

After you have sent in your verification form, reflection page, and log/samples of extra work, your grade will be mailed to you, from our office, on University letterhead, in about one week. You will also receive a computerized grade from the Registrar in about four to six weeks. For most school districts, the grade from our office will suffice for immediate professional growth and salary increment credit. Some school districts may request the grade from the Registrar, and some may request that that grade report be unopened.

There are also some school districts that require a formal, embossed, sealed transcript. It may take as long as 8 weeks to receive a formal transcript from the Registrar. **It is best to check with your school district, prior to doing coursework, as to whether or not they require the grade report or the embossed, sealed report. With this knowledge you can plan ahead to complete your coursework and receive your grade when needed.**

It is your responsibility to know your own district's policies regarding dates you must submit grade reports for salary advancement and regarding their policy in accepting grade reports vs. formal transcripts. Please contact your personnel department for information.

Need a formal, embossed, sealed transcript?

Should you need a formal, embossed, sealed transcript, please allow about six to eight weeks from the time you finish the course. Usually a form to request a transcript will be mailed to you in the same envelope as your computerized grade from the Registrar. Should you need a new form -- Requests should be sent to the transcript department only after you receive your official grade report. Requests should be in writing (or on the form supplied with the mailing of your official grade report).

Request should include:

1. Name, address, phone number
2. Social security number
3. A personal check of \$5 per copy, payable to University of the Pacific.
4. A copy of any recent grade reports showing most recent course titles and numbers
5. Address to which you wish the transcripts mailed, if different from above.

Please mail your request for an official transcript to:

Office of the Registrar, University of the Pacific, 3601 Pacific Ave. Stockton, CA 95211.

Again, please allow the necessary time to process transcripts. In the event you have not received an official transcript in the time frame specified above, please contact the Office of the Registrar at 209-946-2135.

**University of the Pacific
Center for Professional and Continuing Education
Professional Development Courses For Teachers
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Verification of Attendance and Participation at the Workshop/Conference, For University Credit –

THIS FORM MUST BE COMPLETED AND TURNED IN WITH YOUR REGISTRATION.

NOTE: INSTEAD OF OBTAINING A SIGNATURE DIRECTLY ON THIS FORM, YOU MAY ATTACH A SIGNED LETTER OF VERIFICATION OF ATTENDANCE/PARTICIPATION FROM AN AUTHORIZED CONFERENCE/WORKSHOP REPRESENTATIVE, A SCHOOL DISTRICT ADMINISTRATOR, OR A UNIVERSITY OF THE PACIFIC REPRESENTATIVE.

Teacher Name _____

HomeAddress _____

Home phone number _____

EmailAddress _____

School _____

District _____

Grade Level/Subject Area Taught _____

Name of Conference/Workshop:

Date(s) and Times of Conferenc/Workshop _____

Total hours of credit for attendance and participation _____

Verification by authorized Conference representative or University of the Pacific employee

Name: _____

Title: _____

Mailing Address: _____

Phone Number _____

Email Address _____

Signature _____ Date: _____

For office use only
Verification by Coordinator:

Date received _____

Received by _____

Documentation approved _____

If documentation is not approved, teacher contacted on this date. _____

Reflection

This must be turned in with your letter of verification in order to earn
unit credit for your participation at the conference

Please write one or two paragraphs reflecting upon the conference/workshop experience. How will you apply what you experienced and learned to enhance your teaching in the classroom?

Registration Form

For credit for your participation at the Conference/Workshop, you must register no later than three months after the event.

Procedure

- 1) There are no refunds for registrations. Check with your school district to verify that they accept graduate professional growth credit for your participation in workshops, seminars, conferences, etc.
- 2) Write down the course number and title you have chosen, for your own records. Choose from these course titles:
P EDU 9015: Adding New Ideas To Your Curriculum
P EDU 9040: Safe and Respectful Learning Environments
P EDU 9058: Teaching More Creatively and Motivationally
P EDU 9054: Lesson Plans and Strategies For Success In Teaching
P EDU 9069: Classroom Management, Strategies That Work
P EDU 9044: Strategies To Help Children With Learning Challenges
- 3) Fill out the registration form below neatly and legibly.
- 4) Turn in the Registration and Payment at the Conference, or mail it, along with the Verification Form, Reflection Page, Payment (personal check payable to University of the Pacific, Visa or MasterCard), Log and notes of extra hours to:

University of the Pacific – Professional Development Courses For Teachers
Karin Alexander, Coordinator
696 San Ramon Valley Blvd. #518
Danville, CA 94526

Registration Form

Name

Address (include city and zip code)

Home Phone Number

Work Phone Number

Birth date

Social Security Number

Name of School You Teach At

Name of School District

Course # You Have Selected for 3 semester units of credit

Course Title

Method of Payment (\$200 for 3 semester units)

Check one:

- Personal Check**
- MasterCard or Visa**
Card #
Expiration Date