



EDGEWOOD COLLEGE
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THE SCHOOL OF EDUCATION

PROFESSIONAL DEVELOPMENT PROGRAM HANDBOOK

Developed by:

The Professional Development Committee

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Professional Development Program: Purpose and Vision

The School of Education has long recognized the ongoing professional development needs of educators and is devoted to supporting collaborative efforts that aim to meet the changing needs of Wisconsin schools, districts, and professionals in the field. Embracing the mission of Edgewood College and building upon a strong, historical reputation for providing high quality continuing education, the Professional Development Program within the School of Education is committed to:

1. Supporting program graduates and general educators meet the Wisconsin Department of Public Instruction PI-34 licensing renewal and advancement requirements
2. Enabling program graduates and general educators fulfill ongoing personal enhancement and career goals
3. Partnering with school districts, educators, and the community to provide high quality professional development opportunities

Supporting educators with license renewal and advancement requirements:

Under Wisconsin's Quality Educator Initiative, three licensure stages exist within the Department of Public Instruction: initial educator, professional educator, and master educator. These three stages are founded on the principle that a renewal system assures that educators will engage in ongoing professional development that enhances student learning and school improvement. The School of Education believes it has a moral obligation as well as a State mandate to provide continuing education for these purposes.

In addition, educators are typically required to renew their license every five years. Educators who obtained licenses prior to August 31, 2004 must complete 6 credits of continuing education for license renewal. An educator who completed an approved preparation program after August 31, 2004 must complete a Professional Development Plan (PDP) as the basis for license renewal. The requirement of a Professional Development Plan reflects a commitment to the principle of career-long, contextually specific professional development for educators. As part of the PDP process, an educator must convene a PDP team that will approve his or her PDP goals and verify final evidence of professional growth. The PDP team is comprised of the following individuals:

- one peer
- one administrator
- one representative from an institution of higher education (IHE)

Faculty and staff in the School of Education actively engage as IHE representatives on PDP teams for its graduates and local educators. Wherever possible, the SoE connects the PDP process to its continuing education opportunities.

Supporting educator's personal enhancement and career goals:

In addition to professional development requirements for license renewal, many districts tie accumulated graduate credit to individual pay increases making the attainment of PD credit more necessary. Educators may also seek PD opportunities for adding on an additional certificate or license or to simply take a class that helps to improve their current teaching or administrative skills. The School of Education recognizes and responds to the vast range of educator needs by offering a variety of program options, many of which have the capacity to feed into one another. These programs include:

- professional development courses and programs
- certificate programs
- initial licensing programs
- advanced licensing programs
- Master degrees

Course tuition may vary according to the outcome level of the class or program a candidate enrolls in. The School of Education prides itself in offering innovative course delivery models including off campus courses and online classes with schedules that are conducive to an educator's work hours.

Partnering to provide high quality professional development opportunities:

Over the years the SoE has established long-term partnerships with local school districts and community organizations to provide credit opportunities for continuing education. Many PD courses are developed by educators outside of the Edgewood community and are submitted to the SoE Professional Development Committee for approval and credit assignment. The PD Committee has established set criteria and course approval procedures in order to maintain the rigor and quality associated with Edgewood credit. These policies are included in the Professional Development Internal Policies and Procedures Handbook. The following list provides a brief sample of ongoing PD offerings and partnerships:

- The School of Education Annual Educators Conference
- Courage to Teach
- John Muir Academy
- CTELL: Connecting Teachers of English Language Learners
- Partnership with Madison Metropolitan School District PAC program
- ESL/Bilingual Networking Conference
- Educator study abroad programs
- Numerous workshops, trainings, and district courses

Internal Policies and Procedures

Types of PD Courses and Credits

All PD courses are offered at the graduate level. Depending upon course rigor and content, certain PD courses may count towards a graduate degree or licensing program in the School of Education. Others may be classified as continuing education courses and cannot count towards a degree. Course classifications and credit assignments are determined by the PD committee through a course proposal review process. All PD courses can be used towards WDPI license renewal.

PD Course Instructors

Certain PD courses are generated from the School of Education using Edgewood faculty as the course instructor. Other PD offerings generate from organizations or institutions outside of the college and provide their own instructor. These courses are typically developed through school districts, curriculum and instruction organizations, or classroom teachers. All instructors responsible for PD courses outside of Edgewood College must provide documentation of qualifications through the PD course proposal and approval process. Upon course approval instructors receive a Professional Development Guidebook for Instructors (see Appendix G).

PD Course Tuition and Instructor Payments

Tuition for PD courses originating from within the School of Education is \$200 per credit. Edgewood instructors may receive payment of \$50 per registered credit for certain PD courses. Payment may be received up to, but not exceed, reimbursement for a regular tuition course at similar credit. The Dean of the School of Education will submit a PD course invoice (see Appendix B) to the business office. Payment for PD courses will be added into regular paychecks.

Tuition for PD courses originating from outside of Edgewood College is \$150 per credit. Instructors for these courses do not receive payment through Edgewood College.

PD Course Numbers and Classifications

All PD courses will be identified by the registration code EDP. The following ranges will be used to identify credit equivalencies and tuition:

- EDP 600-649: continuing education course only, does not count toward a degree – tuition is \$150 per credit / no instructor fee
- EDP 650-699: continuing education course only, does not count toward a degree – tuition is \$200 per credit / with instructor fee of \$50 per registered credit with cap of 75 credits
- EDP 700-799: could count toward a degree – tuition is \$150 per credit /no instructor fee
- EDP 800-899: could count toward a degree – tuition is \$200 per credit / instructor fee of \$50 per registered credit with cap of 75 credits

Course Proposal and Approval Process

A completed course proposal form is required for each PD offering (see Appendix A). Instructors who wish to repeat their course must also notify us of their intent using the PD proposal form by indicating Course Renewal on the proposal form. Course proposal forms are obtained from and returned to the PD Program Coordinator. All proposals for new courses are brought to the PD Committee for review and approval upon which time credit amount and classification status will be determined. For those courses approved by the committee, the PD Program Coordinator will notify the instructor (see Appendix C), and assign an EDP course number. The PD Program Coordinator will submit either a Course Approval Form or Timetable Change Form to the registrar's office based on the following:

- Submit a Course Approval Form for all new PD courses or for courses using the EDP numbering system for the first time. Once a course has been approved it will maintain its EDP course number for repeated offerings.
- Submit a Timetable Change Form for all renewing courses that has an established EDP course number.

Criteria for Course Classification and Credit

In order to maintain the rigor and quality associated with Edgewood coursework the following criteria are used by the Professional Development Committee to determine course classification and credit. The committee meets on a weekly basis to review all PD course proposals.

- Course Curriculum
- Qualifications of Instructor
- Performance Tasks and Assessments
- Contact Hours

Criteria guidelines:

Course Type	Curriculum	Instructor	Assessment Tasks	Contact Hours
Continuing Education	Alignment with DPI Standards – N/A	Meets hiring criteria for Edgewood Adjunct – N/A	Participation	3-7 hours
1 PD Graduate Credit	Shows alignment with DPI Educator Standards	Meets hiring criteria for Edgewood Adjunct	Participation	7 hours
2 PD Graduate Credits	Shows alignment with DPI Educator Standards	Meets hiring criteria for Edgewood Adjunct	Participation Reflection	7 hours
3 PD Graduate Credits	Shows alignment with DPI Educator Standards	Meets hiring criteria for Edgewood Adjunct	Participation Reflection Application	15 hours

Types of performance tasks for assessment purposes:

Performance Tasks for Assessment		Example of Performance Task
Reflective Experiences	Reflection on Research, Readings, or Presentations	Journal responses, reflective papers
	Reflection in Practice:	Field notes, journals, and/or other ways of capturing practice
Application Experiences	Coaching/Mentoring:	Teaching practice with peers as critical friends
	Curriculum Designing:	Construction of curriculum ideas based on 'best practices'
	Assessment Designing:	Construction of, and practice with, assessment and diagnostic tools
	Episode Construction:	Designing episodes for teaching/learning purposes (creating workshops, field trips, school performances)
	Public Presentation:	Summarizing and synthesizing research for peers
	Other Forms of Practitioner Orientated Research:	Action research project, Site analysis, Data collection
Application or Reflection depending on design	Case Study Construction: (with or without application component)	Systematic study of a particular subject or other phenomenon
	Essay, Report, or Critique: (with or without application component)	Synthesizing, analyzing, and critiquing research and practices

Additional policies for course classification and credit assignment:

- Instructors may appeal to the PD committee if they disagree with the assigned course credit and status. Course proposals may be re-submitted with appropriate revisions if an instructor wants to change the assigned course credit and status.
- If the PD committee determines that a proposed course may count toward an existing 'licensing sequence' course, the PD committee will notify the coordinator of the related licensing program. The course will be brought to the attention of the licensing advisory council to determine equivalency. The coordinator will inform the PD committee of the decision.
- If a PD course is approved as a 'licensing sequence' equivalent, the designated PD course number will be cross-listed with the licensing sequence course number.

Course Registration Forms and Payment

Once a course has been approved and assigned a number, the PD Program Coordinator creates specific course registration forms and information materials (see Appendices D & E). These documents will be provided to the PD course instructor for distribution. Students will complete the registration form and provide it, with payment, to the PD instructor. It is the responsibility of the PD instructor to collect all registration forms and payments and return these to the PD Program Coordinator.

The PD Coordinator makes copies and submits all registration forms with checks to the Registrar, who will issue an ID number and appropriate entry status for each student. The checks are then sent to the business office for processing after students have been enrolled in the course.

Course Grades and Student Transcripts

PD instructors from Edgewood College will be identified in the timetable as the PD course instructor and will be responsible for entering grades. The PD Program Coordinator will be listed as the assigned faculty for all courses taught by instructors outside of Edgewood College. Outside instructors are responsible for submitting course grades within deadlines to the PD Program coordinator who will then enter them into the system. PD instructors who are currently Edgewood faculty will be responsible for entering their own grades in Express.

A grade report or transcript record will become available at the end of the semester in which the course was held and grades assigned. Transcripts or grade reports will not automatically be mailed out to students. Students may order an official transcript or grade report from the registrar's office (See Appendix F).

Appendices

Appendix A: Course Proposal and Renewal Form



Edgewood College Professional Development Course Proposal/Renewal

Application for Course Proposal/Renewal:

Please select the appropriate box below:

This is a course proposal This is a course renewal application

Date: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Exact Course Title: (MAX 35 characters) _____

Short Course Title (as shown on transcript) (MAX 15 characters) _____

Course Schedule (dates/times): _____

Course Location: _____

Name of Course Instructor: _____

Course Sponsor (if any, e.g. a school district or professional organization) _____

For course renewals: **Please indicate *changes only* in the following categories:**

Course Description:

Will you be using Edgewood Blackboard? Yes No

Total Contact Hours: _____

Intended Audience: _____

Requested Credit: _____

Credit Guidelines:

3 credits: minimum of 15 contact hours, full attendance, and application of course learning's through assignments

2 credits: minimum of 7 contact hours, full attendance, and reflection of course learning's through assignments

1 credit: minimum of 7 contact hours and full attendance

Course Objectives:

Outcomes and Assessment:

Relationship to Educator Standards: (please tell us which standards will be addressed through your course)

Course artifacts/assignments that could be included in a WDPI Professional Development Plan (PDP) if applicable:

To ensure for quality of instructors and programming, please submit one of the following documents with this application:

___ I am attaching a personal resume

___ I am attaching evidence of my connection with the involved professional organization

___ I am currently an Edgewood instructor

Please return completed application ***at least three weeks before course start date*** to Peter Burke, Director of Graduate Studies, Edgewood College by mail or email:

pburke@edgewood.edu

Edgewood College 1255 Deming Way Madison, WI 53717 608-663-2351

Office Use Only

Approval Date: _____

Course Number: _____

Credit: _____

Grades Entered By: _____

Appendix B: Invoice for Instructor Fee

**SCHOOL OF EDUCATION INVOICE:
PROFESSIONAL DEVELOPMENT COURSE INSTRUCTOR**

Name of Instructor: _____

Social Security Number: _____

Name of Course: _____

Course Number: _____ Course Term/Date: _____

Course Credit: _____ Tuition per Credit: _____

Number of Students: _____ Total Credits Generated: _____

Total Tuition Income Generated: _____

Requested Instructor Stipend: _____

Edgewood instructors teaching PD courses in the School of Education are paid \$50 per credit generated. This amount is not to exceed wages that would be provided for teaching a regular graduate course at the same credit offering. If PD wages do exceed regular course wages then regular course wages will be issued.

Requested by: _____

Charge Account #: _____

Signature, SOE Dean: _____ **Date:** _____

Please mail check to: _____ Please deliver to campus mail: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Appendix C: Course Approval Letter



Date

Dear

We are pleased to inform you that your professional development course _____ has been approved for (graduate continuing education credit - or graduate degree seeking credit) at Edgewood College and has been assigned course number EDP _____ for _____ credit/s during the ____ semester, _____. Tuition for this course is _____ per credit. Students may apply this credit toward WDPI license renewal and as evidence toward professional development plan accomplishments.

Please review the following instructions for registration and grading procedures.

- Attached you will find registration forms and course information material. Please distribute all documents to your students on the first day of class. **You are responsible for collecting all registration forms with appropriate payment by check and returning them to us at the address provided below.** We find the more control you have over the collection of these materials the fewer mishaps we have with students registering late or losing forms. It also provides you with an immediate list of students taking the course for grades and credit.
- **Upon completion of the course, you will need to send us student grades.** Grades for your class are due prior to _____. Please submit a class list with accompanying grades electronically to our Professional Development Coordinator, Peter Burke, at pburke@edgewood.edu before the grading deadline. He will enter the grades into the registrar system for you. Students will then be able to order an official transcript or grade report at the end of the semester. **Please provide the students the handout on "Obtaining Grade Reports and Transcripts."**

For further information regarding professional development courses you may review the attached document explaining the School of Education professional development policies and procedures.

Once again we thank you for your partnership and look forward to working with you in providing ongoing professional development needs for teachers and administrators. If there are any additional ways we may be of further assistance please do not hesitate to ask.

Sincerely,

Peter Burke, PhD, Director
School of Education Graduate Program
Edgewood College
1255 Deming Way
Madison, WI 53717

IMPORTANT NOTICE

Edgewood College School of Education consistently seeks to accommodate student needs. This special registration form is one such accommodation for use with Professional Development courses that carry graduate credit. Students are reminded that there are specific obligations when completing Professional Development courses, obligations that are necessary to maintain the integrity of Edgewood College programs in the School of Education. By completing this combined application and registration form you are establishing a formal relationship with Edgewood College that provides you with a flexible way to earn course credit. It brings with it the obligation on your part to provide accurate and authentic information, to pay fees promptly, and to take formal action to withdraw, change, or drop the course. It is the responsibility of the student to assure that this form, and the course change forms for adding or dropping are completed with the required authorizing signature and submitted to the proper office by the stated deadlines. Once you have applied and registered using this special form, you must use an official Course Change form to add or drop a course or a Withdrawal form to completely withdraw from the college. Failure to attend a course, absence from a course, or telling an instructor you will not attend a course **does not** constitute official withdrawal. Failure to comply with course change or withdrawal policies will result in a grade of "F" and no refund of fees paid will be made.

For further information contact:
Peter J. Burke, PhD, Director
School of Education Graduate Programs
1255 Deming Way
Madison, WI 53717
608-663-2351

Appendix D: Registration Form

EDGEWOOD COLLEGE
SPECIAL STUDENT APPLICATION AND REGISTRATION FORM FALL 2009
PROFESSIONAL DEVELOPMENT GRADUATE CREDIT

Last Name _____ **First Name** _____ **Any Previous**
names _____

Home Address _____ **City** _____ **State** _____
Telephone # _____

Date of Birth: ___/___/___ **Social Security #** _____

email _____

Your School or Agency _____ **School/Agency Address** _____
Telephone _____

Have you taken credit courses previously at Edgewood College? ___
Undergraduate ___ Graduate ___ PD

(If you are a fully admitted graduate student at Edgewood College these credits may count toward your degree)

Degrees Earned:
Name of College/University _____ City and State _____ Degree _____
Earned _____ Year _____

Please check the course(s) and credits for which you are registering:

___ EDP ___ Title: _____ Credit: _____

I understand the regulations for the selected course(s) and I understand I am responsible for the fee

Student Signature _____ **Date** _____ **Student Number** _____

Fall 2009 (course title and credit fee)

Appendix E: Student Registration Information-Sample

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Professional Development Graduate Course Credit
Registration Information

Fall 2009

Middleton Cross Plains Area School District

Edgewood College is pleased to continue a partnership with the *Middleton School District* by offering graduate credit as a special accommodation for professional development needs. Course credit varies from one (1) to three (3) credits, and each course on the list provides the number of credits possible. Workshop faculty will determine instructional requirements for credit and students are to follow their directions. Current fees for the special arrangement with Middleton School District are \$150 per credit.

The course list and graduate credit availability for the Edgewood College/ *Middleton School District* partnership program for the Fall of 2009 is as follows:

FOSS Science Curriculum Training

1 -2 graduate credits for continuing education only

To register for graduate credit, please follow the instructions below carefully:

1. Complete the Special Student Application/Registration Form. If you have registered with Edgewood in the past you have a student number (last line). If not, your student number will be assigned after you return the form and fees (If you are a fully admitted graduate student at Edgewood College these credits may count toward your degree).
2. Be sure to read the *Important Notice* on the Special Student Application/Registration form. Note especially the statements regarding accurate and authentic information, deadlines for submitting forms, and payment of fees.
 - For the Edgewood College/ *Middleton School District* courses:
 - The registration deadline is the first day of class
 - The last date for adjustments to registration is the last day of class
 - Be sure your form is **signed** and **dated**.
3. **Fees for Graduate Credit only.** Your fees for graduate credit, due to a special arrangement with Middleton School District are substantially reduced from the normal Edgewood College fee. Fees are to be paid directly to **Edgewood College** with a check made payable to **Edgewood College**. Completed registration forms and checks are to be sent to:

Edgewood College

Attn: Peter Burke, PhD, Director
School of Education Graduate Program
1255 Deming Way
Madison, WI 53717

Appendix F: Obtaining Grades and Transcripts



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Edgewood College School of Education - Professional Development Courses Obtaining Grade Reports and Transcripts*

There are currently several options for a registered student, who is obtaining credit through Edgewood College for completing a Professional Development course, to receive confirmation of their grade(s).

1. Student may call Edgewood Central at 608-663-4900 and request that a grade report be mailed to them. The report will only be mailed to the address provided on the registration form.
2. Student may request a grade report in person at Edgewood College, at the office of Edgewood Central on the second floor, Room 210 DeRicci Hall.
3. Student may request in writing, with a handwritten signature, that a grade report be mailed to them. Please specify when the course was taken or the name of the course. This request should be directed to the Registrar's Office, Edgewood College, 1000 Edgewood College Dr., Madison, WI 53711.
4. Student may request an official copy of their entire college transcript by mailing or faxing a transcript request form. The form may be obtained at: <http://www.edgewood.edu/alumni/transcripts/default.aspx> and may be mailed or faxed to the Office of the Registrar.
Please note: There is a nominal fee for obtaining official transcripts.

Grades are generally available in January, June or August, depending on when the course was completed and grades submitted.

For special circumstances, Edgewood College is willing to write a letter that may be submitted to an employer verifying successful completion of a professional development course and assigned grade. These requests should be addressed to pburke@edgewood.edu or ceinerson@edgewood.edu.

For further questions, please contact Dr. Peter Burke, Director Graduate Programs, (608) 663-2351, pburke@edgewood.edu 1255 Deming Way, Madison, WI 53717

*Grade report: No cost, only includes one semester, not an official document

*Transcript: Official document, includes all courses a student has ever taken, \$3 fee, requires written release

Appendix G: PD Instructor Guide

PROFESSIONAL DEVELOPMENT PROGRAM INSTRUCTOR GUIDE Fall 2009

PD Program Coordinator

Peter Burke, PhD
Edgewood College
1255 Deming Way
Madison, WI 53717
pburke@edgewood.edu
608-663-2351

PD Program Assistant

Christine Einerson, MA
Edgewood College
1255 Deming Way
Madison, WI 53717
ceinerson@edgewood.edu
608-663-3308

PD Course Proposal and Approval Process

A complete course proposal form is required for each PD offering. Course proposal forms can be obtained from and returned to the PD Program Coordinator. Once submitted, the proposal is brought to the PD Committee for review. Once approved, the course credit and equivalency status will be determined and the instructor will be notified. Registration and course information materials will be sent to the instructor. The course will be given an EDP registration number and will be entered into the college timetable.

PD Course Renewal Process (continuing PD offerings)

If you plan to continue offering an approved PD course, you will need to notify Edgewood College the semester prior to the start date of the course by indicating course renewal on a PD Proposal Form. Once a course has been approved it will maintain its EDP course number for repeated offerings. These forms can be obtained from and returned to the PD Program Coordinator.

Types of PD Courses and Credits

All PD courses are offered at the graduate level. Depending upon course rigor and content, certain PD courses may count towards a graduate degree or licensing program in the School of Education. Others may be classified as continuing education courses only and cannot count towards a degree. Course classifications and credit assignments will be determined by the PD committee through a review process for course approval. All PD courses can be used towards WDPI license renewal and as evidence towards professional development plans (PDPs).

PD Course Instructors

Certain PD courses are generated from the School of Education using Edgewood faculty as the course instructor. Other PD offerings generate from organizations or institutions outside of the college and provide their own instructor. These courses are typically developed through school districts, curriculum and instruction organizations, or classroom teachers. All instructors responsible for PD courses outside of Edgewood College must provide documentation of qualifications through the PD course proposal and approval process.

PD Course Tuition and Instructor Payments

Tuition for PD courses originating from outside of Edgewood College is \$150 per credit. Instructors for these courses do not receive instructor payment through Edgewood College.

PD Course Numbers and Classifications

All PD courses will be identified by the registration code EDP. The following ranges will be used to identify graduate credit equivalencies and tuition:

- EDP 600-649: courses are continuing education only, does not count toward degree – tuition is \$150 per credit / no instructor fee
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- EDP 700-799: courses could count toward a degree – tuition is \$150 per credit / no instructor fee
- EDP 800-899: courses could count toward a degree – tuition is \$200 per credit / with instructor fee

Course Registration Forms and Payment

Once a course has been approved and assigned a number, the PD Program Assistant creates a specific registration form and information materials. These documents will be provided to the PD course instructor for distribution. Students must complete the registration form and provide it, with payment, to the PD instructor. It is the responsibility of the PD instructor to collect all registration forms and payment during the first class session and return these to the PD Program Assistant within two weeks of the course start date.

Course Grades and Student Transcripts

Outside instructors are responsible for submitting course grades to the PD Program Coordinator who will then enter them into the Edgewood College grading system. Grades must be submitted prior to the deadline provided in your course approval letter.

A transcript record will become available at the end of the semester in which the course was held. Transcripts or grade reports will not automatically be mailed out to students. Students may order a grade report or an official transcript from the registrar's office. Instructors should provide students the handout "Obtaining Grade Reports and Transcripts."