

*\*For CPE/SAS Office Use Only*

Term: \_\_\_\_\_ WCATRCK ID #: \_\_\_\_\_

Subj/Crse # \_\_\_\_\_ Destiny Section: \_\_\_\_\_ CRN \_\_\_\_\_

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Subj/Crse # \_\_\_\_\_ Destiny Section: \_\_\_\_\_ CRN \_\_\_\_\_

Program Area/Streams (*Check One*): \_\_\_\_\_ Interest Area(s) \_\_\_\_\_

Site Based  Partner Program (Partner Name) \_\_\_\_\_  Summer Institute  Prof Cert

Refund Code: \_\_\_\_\_ Schedule Type: \_\_\_\_\_ Grading Mode: \_\_\_\_\_

Academic Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Cross-List Code: \_\_\_\_\_

Entered/Routed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Course Information**

**Course Title:** \_\_\_\_\_

Publish **Course on SPU Website?**  Yes  No

Course Proposal **or**  Repeat Course (Previously SOE approved) | Subject & Course # \_\_\_\_\_

**Course Syllabus:**  Attached  On file within current academic quarter

**Contact Hours:** \_\_\_\_\_  **Course Prerequisite(s)** (If Applicable): \_\_\_\_\_

**Course available for:**  **Credit** **No. of Credits:** \_\_\_\_\_ **Maximum Enrollment:** \_\_\_\_\_

**Clock Hours** **No. of Clock Hours:** \_\_\_\_\_ **Maximum Enrollment:** \_\_\_\_\_

(If more than one clock hour option available, list options in syllabus)

**Canvas Course:**  Yes  No

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Assignments Due:** \_\_\_\_\_

**Registration Information**

**Date Registration Opens:**  Today's Date, or list specific date here: \_\_\_\_\_

**Registration Closes: (Check one option below)**

(1-day course=night of 1<sup>st</sup> class session)  (2-day course=night of 1<sup>st</sup> class session)

(3 or more days=48 hours after 1<sup>st</sup> class session)  Online (7 days after 1<sup>st</sup> class session)

Or list specific date here: \_\_\_\_\_



# Center for Professional Education Course Form

Center for Professional Education  
 3307 Third Ave West, Suite 209  
 Seattle, WA 98119  
 Fax: 206-281-2271 [cpeinfo@spu.edu](mailto:cpeinfo@spu.edu)  
<http://ce.spu.edu>

**Registration Process:**

**Open Registration** (No Preregistration Required - Online registration available to public via SPU Website)

**Restricted Population:** (Internal Link emailed to pre-screened Participants)

Reg. Link sent to (Name) \_\_\_\_\_ (Email) \_\_\_\_\_

## Scheduling Information

Indicate when your course will meet. If additional space is needed, please attach remaining dates and times. List specific meeting dates or if class meets every week, list the range of meeting dates, i.e. (5/10-6/21), 3:00 – 4:30 PM Wednesdays

Specific Dates (MM/DD/YY)	Start Time & End Time (AM or PM)	*Sunday courses require pre-approval
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su

**School District or Organization:**

\_\_\_\_\_

**Meeting Location:** (Select one below)

**Online**     **Off Campus** | School/Place: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**On Campus** → **Campus Room Request?**     Yes     No

If yes, Preferred Building/Room \_\_\_\_\_ Notes: \_\_\_\_\_

### Course Instructor Information

**Instructor:** \_\_\_\_\_ **SSN/SPU ID:** \_\_\_\_\_

**Additional SPU Approved Instructor:** \_\_\_\_\_ **SSN/SPU ID:** \_\_\_\_\_

**Instructor contracted through the Center for Professional Education**

### Course Costs

SPU Credit Tuition: \$ \_\_\_\_\_ Flat    SPU Clock Hour Tuition: \$ \_\_\_\_\_ Flat | **Detail Code:** \_\_\_\_\_

**Additional Costs to Course Participants:**

\$ \_\_\_\_\_ for \_\_\_\_\_ Payable to \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Payable to \_\_\_\_\_



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## Information for Registrants:

If Preregistration will be required, complete the information below:

Contact Person: \_\_\_\_\_ (Phone or Email) \_\_\_\_\_

Online Registration link (If applicable): \_\_\_\_\_

### **Section Notes:** *For Office Use Only*

Preregistration is required by \_\_\_\_\_

The Registration deadline is \_\_\_\_\_

Refund Policy:

### **Receipt Notes** (Included in registrant's emailed receipt): *(For office use only)*

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Course Proposer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

## Information and Instructions

### General

All credit courses need to be submitted using the attached Course Form and Syllabus, and will then be reviewed by the School of Education for approval.

We require a minimum of three weeks processing time for all “Proposed” (new) courses. For each succeeding time an approved course is offered, we require at least two weeks processing time.

A course syllabus using the criteria and following the format listed on [page 5](#) must be submitted with the course proposal. For repeat courses, an updated syllabus must be submitted annually.

### Instructors

An SPU-approved instructor must teach all credit or clock hour courses. If there is not an approved instructor for the course, a completed instructor application must be submitted with the course form. An official transcript verifying the highest degree must be sent to the School of Education from the institution where it was earned. The transcript becomes the property of SPU and may not be reproduced or copied. Transcripts will be kept for five years after an instructor becomes inactive.

The instructor carries the legal responsibility for the course, including monitoring classroom instruction, insuring that SPU guidelines and policies are upheld, providing informal and formal assessments, and processing student grades. In addition, the instructor is directly responsible for handling and resolving any questions or concerns regarding the course. In certain instances an approved adjunct faculty may act, or be asked to act, as an instructor of record for a course. When this occurs, that person is required to fulfill the responsibilities of an instructor even though they may not actually teach the course.

### Course Requirements

A course must meet for 10 instructional contact hours for each quarter credit. Since the maximum number of contact hours allowed in one day is eight, all courses must meet for at least two days. The closing date will be different than the end date of a course when an assignment is due after the last class session. The closing date will appear as the completion date on transcripts.

Courses are reviewed and approved in light of the credits requested and the specific course completion requirements. Out-of-class assignments, appropriate to the number of credits, must be required of the participants to achieve a passing grade or above, and to assess their understanding of the content.

### CEU/Clock Hours

You can include a CEU/Clock Hour option for a credit course by checking the box under “Course Information”.

### Publicity and Registration

All Continuing Education courses will be listed on the SPU Web pages unless the “Restricted population” box is checked under “Registration Information.” This will entail the instructor sending out a registration link to pre-screened participants. If the “Open Registration” box is checked, online registration will be available to the public via SPU’s website.

*If you have any questions on these procedures, or need further instructions on completing the form, please call the Course Management Program Coordinator at (206) 281-2505 or [CPEinfo@spu.edu](mailto:CPEinfo@spu.edu).*

## Course Syllabus

*Please include the following information when designing your course syllabus:*

Instructor name

Address and phone (optional)

Other presenters

- **Title of course**
- **Dates**
- **Number of credits and or CEUs** (clock hours)
- **Instructor Information**  
(20-30 words) to include: Academic degrees, title of position, and experience related to course you'll be teaching. You may wish to include how participants can contact you. If applicable, list other presenters.
- **Course Description**
- **Course Objectives**  
There should be a way to assess how course objectives will be met in the assessment section below.
- **Course Outline of Topics/Content for each Session**  
Indicate instructional methods you will utilize and ways participants will be engaged in learning and applying the content (i.e. discussion/problem-solving groups, hands-on practice, video taped lessons critiqued, etc.)
- **Course text, readings, or required materials**  
Also include a suggested reading list if applicable.
- **Course Assignments/Assessment of Objectives**  
There should be a minimum of one out-of-class, written assignment per credit offered.  
Assignments that Assess Course Objectives
  - Describe out-of-class assignments and/or projects and how they meet objectives.
  - Describe any in-class assignments that meet course objectives.
  - Describe how each assignment will be assessed in relationship to course objectives.
  - Indicate due dates for major assignments, projects or examinations.
  - Include any requirements for written and/or oral assignments (i.e. word processed, double spaced, etc.).Criteria for Final Grade
  - Letter grade criteria are required. Pass/No Credit may also be offered.
  - Provide criteria, assessment rubric or system by which participants' assignments will be assessed for the purpose of determining a final grade (i.e. rubric, point system, etc.).
  - Expectations regarding attendance, participation in discussion, or engagement in class activities may be included within grading criteria, but out-of-class assignments should receive greater weight.
- **Bibliography** to include author, title, publisher, and copyright date.
- **Plans for transferring skills into the work setting:**
  - Action research
  - Discussion/problem-solving groups
  - Peer observation/coaching
  - Practice skills in workshop
  - Readings
  - Videotaped lessons critiqued
  - Videotaped lessons turned in
  - Other (list)
- **Please note that a course syllabus is usually 2-4 pages in length but can be quite detailed and longer if necessary. The method of evaluation should be detailed and specific; please avoid generalizations**