

Course Requirements

1. Attend and participate in the entire seminar.
2. Develop 3 practical activities based on the seminar.
 - a. The activities must be designed so that they can be implemented in your classroom or program.
 - b. Activities must be appropriate for K-12 students, staff or other, based on your position.
3. Conduct the activities in your classroom or work setting. (Refer to www.chapman.edu/exed/k-12 (FAQS) if not currently teaching in the classroom.)
4. Written description of each activity is required. Each activity must be at least one full page (not including the title page), typed and single spaced. Use a 12-point font and one inch margins. Staple the papers together. Do not send the paper in a report cover. Reports must be written by the individual, with no group reports.
5. Grading: You will be graded the way that your participation in the workshop relates to the lessons that you create and teach to your students, on each of the following components, and the quality of the overall paper (including format, grammar, spelling, punctuation, appropriate length of time for a lesson and other overall qualities.
6. Complete a written report about your experience. Organize the report as follows, and clearly label each subheading:
 - a. **Title Page:** The title page must include your name, address, title of the workshop or seminar, seminar date, and a brief (one paragraph) description of the workshop/seminar. The title page must also include the grade level, number of students, and any special information about the student population (e.g. at risk, ESL, etc.).
 - b. **Activity Description:** Activities must be applicable to your students/program participants. Describe each activity in detail. List all materials that the participants and instructor used (e.g. handouts, books, props, etc.) Describe each activity thoroughly as if the reader were not familiar with the topic.
 - c. **Learning Objectives:** Write specific learning objectives for each activity. Include what you wish to achieve and how you will accomplish it.
 - d. **Appropriateness of Activities for Targeted Students:** Explain how the activities meet appropriate developmental needs of the students.
 - e. **Correlation of Activities to the Seminar:** Very Important: describe what you learned from the workshop that helped you to create the activities.
 - f. **Student Evaluation and Assessment:** Evaluate the students' learning experience and describe the methods used for assessment. Relate the assessment to the objectives stated earlier. Include samples of the assessment tools, if applicable.
 - g. **Instructor Self Evaluation:** Write a self-evaluation of your own strengths and weaknesses as you developed and implemented the activities. Discuss what you would do differently next time and suggest areas for improvement.
 - h. **Quality of Overall Paper:** The grader will review the format, grammar, spelling, punctuation, and other overall qualities of the paper. Use a 12 inch font and one inch margins. Staple the paper together. Do not send the paper in a report cover.
 - i. **Documentation:** For each activity, provide student samples, photos, handouts, or lesson plans. Samples should be limited to 1 or 1 pieces for each activity, and must fit in a 9/13 envelope. The samples and the paper will not be returned.

Submitting Your Report

1. Once you have registered with Chapman, you will receive a confirmation letter that includes the name and address of your grader and a copy of the rubric. The rubric is also available on the web at:
www1.chapman.edu/enhance/OrffRubric.pdf
2. Send your course work/practicum paper to the grader. Do Not Send your course work to Brandman University.
3. A copy of your workshop (seminar) attendance certificate must be included with your report to be accepted for grading. (Please look for sign-in and sign-out paper at University Credit Desk in hallway at each workshop/seminar.)
4. The final report is due (postmarked) six months from the date of the seminar with no extensions.
5. Grading may take approximately 4 weeks. You will receive an official Grade Report by mail.
6. Your report will NOT be returned to you but you will receive feedback from the instructor.
7. For questions, call 949-341-9863 (8am to 5 pm PST).