Graduate-Level Credit: University of the Pacific/University College Echoes & Reflections Practicum Credit Requirements

There are only two requirements for the awarding of credit:

1. Self-Created Time Log: Create a PDF or Word document including a self-created time log documenting the time you spend creating comprehensive lesson plans inspired by the Echoes & Reflections On-line Course. Creating your own log gives you the freedom of documenting all the time and effort you have dedicated to completing your coursework requirements. Your log must be specific and include dates and accomplishments. For each Graduate-Level Credit, you must document 15 hours of involvement. All your coursework participation must be away from professionally paid hours.

Whether you spend time completing the on-line PD, brainstorming new ideas, creating new lesson plans, researching, reading, typing your narratives, reviewing provided materials/resources, or composing notes from the on-line course, you are able to document all the professional time that you have invested enhancing your professional growth. You may also backdate your log to include previously developed teaching techniques or activities.

2. Narrative Report & Lesson Plans

Narrative Report: Type a 3-page, single-spaced narrative report summarizing your overall experience in developing new comprehensive lesson plans. You may modify, change, or adapt any ideas to meet your professional needs. The culminating goal of this report is to demonstrate how you have enhanced and empowered your professional development.

Lesson Plans: The number of units attempted will determine the amount of lesson plans you are required to submit. Please be creative with your lesson plans and incorporate, when possible, the core standards set by your district or employer.

Coursework Submission: Your coursework can be submitted up to 6 months from registering, and extensions are always granted upon request. You may also submit your coursework earlier if needed. The true course ending date that will appear on your transcript will reflect the date your coursework was received.

Your completed coursework should be saved as a PDF, JPEG, or Word document and include the following:

1. Title page with your last name, first name, University of the Pacific Course Number/Title, number of credits, last 4 digits of SSN, course beginning/ending date, and Echoes & Reflections On-line Course Title.

2. Self-created time-log documenting 15 hours per credit with dates and accomplishments. Include the total number of hours calculated for all coursework. (See log example below.)

3. Narrative Report & Lesson Plans

Email your completed coursework as an attachment to: **coursework@creditsforeducators.com**
Please include in the subject line "Coursework Submission."

Log Example: It may be that you require more or less time completing your own personal activities and/or projects, and that's why we have left it to you to decide how you manage your time.

Date	Objective	Hours
4/21	Completed Echoes & Reflections On-line Course	10
4/23	Created/developed new lesson plan for 1st credit	3
5/10	Typed draft of narrative for my first lesson	1
5/13	Read/reviewed materials from on-line course	2
6/22	Brainstormed/created new ideas for 2nd and 3rd lesson plan	4
7/16	Typed 3-page, single-spaced narrative report	3.5

Total hours of involvement: 15 hours per credit

Credit requirements

1 credit = narrative + 1 lesson plan + 15 hours of logged time spent outside of school day

2 credits = narrative + 3 lesson plans + 30 hours of logged time spent outside of school day

3 credits = narrative + 5 lesson plans + 45 hours of logged time spent outside of school day

Reflection Paper Requirements
Each graduate-level credit requires a 3-page, typed, single-spaced narrative report. Try to incorporate the following key points into the structure of your report. Remember, this narrative is about YOUR experience…Be creative with your writing!

A. **Activities, projects, strategies, or techniques of implementation:**
Describe the activity/lesson that you developed as a result of completing your on-line course. Be sure to include materials and resources utilized. For example, special techniques, visual aids, props, books, learning strategies, etc. Detail why you chose your specific lesson plan/idea and how it fits into your professional development needs and those of your learners. Explain the actual process of introducing your project and the methods used for instruction.

B. **Population target: grade level, type of class, groups:**
Define the needs and goals of the learners that you designed these ideas for and how they might correlate to their specific needs and/or core objectives. Indicate if these learning methods were designed for special need students, specific groups within a class, developmental ages, etc.

C. **Objectives and goals:**
Describe the specific targeted learning objectives and how they related to the goals of your instructional program. Try to correlate the objectives/goals to the specific activity/project you presented. Possibly correlate, when appropriate, the objectives/goals with the Common Core Standards set for your curriculum.

D. **Evaluation methods utilized:**
Describe how you evaluated the success of the projects you developed. What methods or criteria did you use to assess your achievement of specific goals?

E. **Overall outcomes and reactions:**
Include your personal assessments of how the learning objectives and goals were achieved. What were the reactions of your learners? How would you redesign or change the methods utilized with future utilization of the projects?