



SCHOOL of EDUCATION AND
COUNSELING PSYCHOLOGY

COURSE REQUIREMENTS EDUX 9930/EDUX 9935

1. Attend an Orientation Meeting. You MUST attend ONE meeting!

You will attend a face-to-face meeting with your instructor OR complete an online orientation **depending** on your regional requirements.

2. Complete 'Your Plan' Form Outlining what you Propose to do for this Class.

You can change, add, delete or modify items as needed on 'YOUR PLAN' form **WITHOUT** notifying the instructor. This can include any guideline changes your district may impose for you to follow.

3. What to do with the "Your Plan" Form.

Your instructor will let you know whether to turn it in, send it in OR bring with you to your final exit or sum-up interview.

4. Keep Log of Hours.

Detail how you have completed at least **50 hours** (2 credits/units), **75 hours** (3 credits/units), **100 hours** (4 credits/units), **125 hours** (5 credit/units) or **150 hours** (6 credits/units) of work on your curriculum projects.

Examples of items on the typical log sheet:

Design, preview or review curriculum, integrate curriculum with Common Core, state and/or district standards, prepare assessments, develop or revise syllabi, lesson plans and units of study, organize a curriculum map for the school year, collaborate and plan with other teachers and staff, preview field trip sites, books, videos, websites, and software, prepare power point presentations, plan extra-curricular activities, organize files, design or reorganize learning centers, professional reading and research.

NOTE: You CANNOT log hours for which you get paid or receive other credit!

5. Complete Summary

This will be a 2-3 page paper that will answer specific guiding questions. You will print and bring it with you to your Exit Interview OR complete it online, depending on your Regional requirements.

6. Meet with an Instructor for your Individual 'Exit Interview'.

You'll receive an email with sign-up instructions. **All work must be completed by that meeting.**

What to bring to the "Exit Interview" meeting:

- 'Your Plan' Form (if not already handed or sent in) – to turn in
- Your completed **LOG OF HOURS** -- to turn in
- The **SUMMARY & EVALUATION** -- to turn in
- Evidence of your work -- this is to review with the instructor, NOT to turn in

Please make every attempt to keep your appointment as scheduled!!