



## GRADUATE SEMESTER CREDIT FOR PROFESSIONAL DEVELOPMENT/LEARNING

Buffalo State, SUNY offers the option of graduate semester credit for professional development for workshops, conferences and institutes for international educators. The cost is \$90.00 per graduate semester credit. If you are interested, please ask the appropriate administrator or instructor to syllabus proposal to Will Irene [irenewf@buffalostate.edu](mailto:irenewf@buffalostate.edu). The required syllabus format with explanatory information in italics is provided for you to the right. Using the required format will expedite the process.

Our office will submit the syllabus for approval to the Dean of the Graduate School and Graduate Curriculum Committee. Members of the committee are faculty from various disciplines who may not be familiar with educational acronyms or terms. Please do not use abbreviations or assume that the committee is familiar with educational jargon. The syllabus should be one document with all required information including your assessment tools such as rubrics. Please do not send separate attachments. Syllabi must be submitted at least two weeks prior to the workshop.

Every approved professional development course will be assigned the same course prefix and number, EDU 594. Course titles are generic (e.g. Effective Strategies for International Educators) and different titles are used for one, two or three-credit courses. Course titles are changed each semester, so please do not use any old registration forms. Courses offered between August 1<sup>st</sup>-December 1<sup>st</sup> will be fall semester, December 2<sup>nd</sup>-May 1<sup>st</sup> will be spring semester and May 2<sup>nd</sup>-July 31<sup>st</sup> will be summer semester courses.

As soon as the course is approved, we will email you an information flyer that will explain how to earn credit. We will also email the course registration form to share with anyone interested in the option of credit. Individuals will need to submit a completed registration form, payment for the credit, and an unofficial copy of a diploma or transcript verifying the receipt of their undergraduate degree. Instructors or workshop hosts should collect these items and submit them in one packet or have participants submit their own registrations by the deadline indicated on the form to:

**Ms. Cathy Molenda, Registration/Graduation Coordinator**  
International Graduate Programs for Educators ♦ 430 South Wing  
SUNY, Buffalo State ♦ 1300 Elmwood Avenue ♦ Buffalo, NY 14222  
Tel: 716-878-3811 ♦ Fax: 716-878-6809 ♦ Email: [molendca@buffalostate.edu](mailto:molendca@buffalostate.edu)

The requirements for the graduate credit are as follows:

- Attend all of the sessions of the workshop.
- Participate in the workshop activities and complete assignments as directed by the workshop instructor(s).

Any student who requires accommodations to complete the requirements and expectations of this course because of a disability is invited to make his or her needs known to the instructor and to the director of the Disabilities Services Office, 120South Wing, #716-878-4500.

Buffalo State, SUNY also offers the option of graduate credit for the annual regional association conferences, institutes, workshops and other special projects. For more information on professional development for credit or our Master's degree program for international educators, please contact Dr. Robert Summers at: [summerrh@buffalostate.edu](mailto:summerrh@buffalostate.edu).

### **Title of the professional development/workshop**

*(A Buffalo State, SUNY course title will be assigned upon approval of the syllabus.)*

### **Name and brief bio of the instructor(s)**

*(Three-credit courses also require a CV of the instructor. Please attach to the course syllabus.)*

### **Number of proposed graduate semester credits**

*(One credit requires 15 contact hours of instruction.)*

### **Exact dates and hours of instruction**

*(Indicate instructional time only. Do not include lunch, breaks, etc.)*

### **Description and purpose of the workshop**

*(Please be brief, no more than one paragraph.)*

### **Student learning outcomes**

*(Specify what students will know and be able to do as a result of what they have learned.)*

### **Brief outline of instruction**

*(Focus on content of the sessions and include any pre-readings or assignments.)*

### **Required readings**

*(Please list specific articles, texts, websites, etc.)*

### **Assessment procedures to measure student learning outcomes**

*(Include rubrics and/or other assessment tools in this section. Assignments and rubrics must align with your student learning outcomes.)*