PARTICIPANT COURSE GUIDELINES

Welcome to the NYSUT Education & Learning Trust (ELT). The Education & Learning Trust is the professional development arm of NYSUT. ELT delivers current, research-based courses that are immediately applicable in classrooms and other educational settings. Your instructor is also your professional colleague as the Trust believes in the philosophy of "Members teaching Members."

Every one of our instructors experience the course they offer as both a participant and as a facilitator as part of their training, providing them with insight beyond the traditional training of a college professor.

We hope you will find the content, strategies, and activities in this course interesting, useful and motivating. ELT courses promote active and engaged learning, high student and teacher expectations, and implementation of research-based and classroom-tested best practices. They are designed to assist you in reaching all of your students.

ATTENDANCE AND PARTICIPATION:
Enrollment in this graduate course is a serious obligation and requires a commitment of time and effort. Participants are expected to be actively involved in large and small group learning activities. If a class session must be missed for professional or serious personal reasons, participants should notify the instructor and arrange to attend the missed session at another site or for alternative assignments with the instructor. Tardiness will affect your grade.

ASSIGNMENTS:
Participants will demonstrate command of course content and its application to their own teaching situations. In-class activities are designed for practice and application of educational research and foster professional discussions on course topics. The course project demonstrates command of the course concepts and integration of relevant research. Instructors will provide feedback on assignments throughout the course.

ACADEMIC HONESTY:

Academic honesty is the basis of the Education & Learning Trust's (ELT) commitment to the doctrine of research inquiry, and the professional standards of the academic world. In the academic community truth is valued and there is no tolerance for academic dishonesty. Work that students submit must exhibit their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty encompasses cheating, plagiarism, and other unethical conduct.

Plagiarism: Plagiarism is a serious offense and is treated as such. Plagiarism is copying someone else's words without proper citation, including quotation marks. It also is using someone else's idea(s) as your own without citing the source. Even if you give credit, if the bulk of your ideas and/or words are from someone else, then it is plagiarism. It also is plagiarism to cite an incorrect source.

Clarification: You may find MLA format information in the Team Room located Frontline (formerly MyLearningPlan - MLP).

1. Every direct quotation must be identified by quotation marks or appropriate indentation. It must be followed by parenthetical citation within the text using MLA format.

2. If you summarize or paraphrase someone else's work, without using direct quotations, you must acknowledge the source by parenthetical citation within the text using MLA format.

3. Using information that you acquired from reading or research and which is not common professional knowledge must be cited within the text using MLA format. If you are not certain that something is common professional knowledge then you should cite it.

ELT's policy in dealing with academic honesty violations is as stated below:

1. Participants will not receive any credit for work that has been plagiarized. There will be no opportunity to redo the plagiarized work.

2. A second offense will lead to dismissal from the course.

GRADING POLICY GUIDELINES

This is a graduate course. The requirements governing the assignment of course grades are as follows:

'A' - Exceptional Work
- Superior mastery of subject matter and exceptional command of interrelationships within the subject in approaching problems; high level of fluency and effectiveness in oral and written expression.

'B' - Above Average Work
- Acceptable knowledge of subject matter and adequate command of material as demonstrated by ability to engage in problem solving; mechanical clarity and correctness in oral and written expression.

'C' – Average Work
- Superficial knowledge of subject matter and limited ability to apply subject matter; deficiency in oral and written expression.

'F' - Failure
- Work submitted that does not meet graduate course standards
- Failure to complete course requirements

'I' – Incomplete
- An interim grade given in exceptional cases only
- A written plan for completing the course is required
- The plan will be submitted to the Education & Learning Trust for approval
- **Incompletes will not be issued for online courses.**
- St. Francis does not issue incompletes. A student will received a grade of F if the course work is not completed.
- Course work must be completed according to the following schedule:

Adelphi University	– 11 months
Mercy College	– 11 months
The College of Saint Rose	– 5 months
SUNY Empire State College	– 3 months

GRADUATE CREDIT COURSE REQUIREMENTS

COURSE PROJECT:
The objective of the course project is to demonstrate an understanding of the course content as evidenced by implementation of its concepts and/or strategies. The project should clearly demonstrate the incorporation of relevant research findings, including an analysis of strengths and weaknesses of current research and scholarly reflections regarding the application of the course content. The project should also align with the

New York State P-12 Common Core Learning Standards and the New York Learning Standards for the Content Areas where appropriate.

Possible Course Projects:

Participants may choose any one of the following as a course project:

        A. Portfolio
        B. Action Research Project
        C. Research Paper

A. <u>Portfolio</u>

A portfolio should showcase what you have learned in your course through a variety of artifacts. Each course will have specific requirements for the portfolio that reflect the course content. Your instructor will discuss these requirements during the course**.**

All portfolios for a 3-credit course will include:

- Descriptive cover and Title page;
- Table of contents;
- Summary and analysis of 4 related research articles;
- 4 implementation assignments that demonstrate an understanding of course content;
- Three-page Action Plan on implementing course content that incorporates findings from research (citations are required);
- Student work that reflects implementation of the Action Plan;
- Reflections on portfolio pieces that incorporate course topics;
- Self-assessment;
- A Works Cited page with at least five sources, APA or MLA format.

All written entries in your portfolio should demonstrate graduate level writing skills, including accuracy in the use of writing conventions.

All portfolios for a 1-credit course will include:

- Descriptive cover and Title page;
- Table of contents;
- Summary and analysis of 2 research articles;
- 2 implementation assignments that demonstrate an understanding of course content;
- Two-page Action Plan on implementing the course content that incorporates the findings from research (citations are required);
- Reflections on portfolio that incorporate course topics;
- Self-assessment;
- A Works Cited page with at least three sources, APA or MLA format.

Artifacts for all portfolios <u>may</u> also include *the following items that demonstrate application of course content:*

- Additional implementation assignments
- Student work samples
- Teacher made tests
- Photographs of projects/interviews
- PowerPoint presentations
- Surveys
- Lesson plans
- Classroom research project
- Other appropriate artifacts

All written entries in your portfolio should demonstrate graduate level writing skills, including accuracy in the use of writing conventions.

Submit two copies of the portfolio – one for the instructor's files and one to be returned (include a self-addressed stamped envelope).

B. <u>Action Research Project</u>
This project may address a topic or area of specific interest or some aspect of a teaching situation relevant to the course. It should demonstrate an awareness of research and theories related to the topic and include data and research findings that support and/or challenge the classroom application of concepts and strategies.

The project should include the following:

1. **Topic/Problem -** Identification and description of a topic or issue that you are encountering in your classroom or school and the connection between it and the theories/concepts from the course.

2. **Target Group -** Identification of the grade level and subject matter for which the course project is designed and whether it is intended to apply to a topic and/or problem concerning the whole class, a particular group of students, or an individual student. Describe in detail.

3. **Description - Include the following:**

   - Restatement of topic/issue being examined;
   - Discussion of at least 4 relevant research studies or articles that address the topic/issue, including strengths and weaknesses of each;
   - Plan for the study with an explanation of the plan design that incorporates your research from item (b) and data to be collected;
   - Description of the implementation of the plan;

- Results of plan implementation: major outcome(s) of plan; surprise findings; support/contradict research in item (b); usefulness of data; impact upon your approach to teaching.

4. A Works Cited page with all sources included in your work, APA or MLA format.

The final project should demonstrate graduate level writing skills, including accuracy in the use of writing conventions.

C. **Research Paper**

The research paper demonstrates an awareness of research and theory on a topic connected to the course through an analysis of the strengths and weaknesses of available research.

The paper should include the following:

- **Topic/Problem -** Identification of a topic or issue relevant to focus of the course and your experiences as a teacher.

- **Body of Paper -** Includes:

  - a description of research findings relative to the topic of the paper: specific issue examined in each study, methods used to study issue, findings of study (minimum of 4 research studies/articles);

  - an analysis of the findings of these studies: strengths and weaknesses, assumptions of researchers, limitations of study.

IN-SERVICE CREDIT COURSE REQUIREMENTS

COURSE PROJECT:

The course project affords the opportunity for students who are not taking the course for credit (i.e. In-Service credit, professional development) to demonstrate an understanding of the course content. Students are responsible for securing approval from their district for inservice credit. NYC students can only take courses for graduate credit as inservice credit will not be approved by their schools.

The scope and objective of the project should demonstrate knowledge of the content; ability to use the skills and strategies with students; and a method for evaluating the effectiveness of the implementation of the skills and strategies.

GRADING POLICY GUIDELINES:

PASS
- Regular attendance and prepared participation; completed assignments including course project (examples include reaction/reflective paper of implementation of strategies or a portfolio) **The student may choose what assignments they complete, but overall point value for course MUST add up to a minimum of a 'C' on the ELT Course Rubric.**

FAIL
- Poor attendance and participation, incomplete assignments, absence of course project

INCOMPLETE
- A written plan for completing the course is required
- The plan will be submitted to NYSUT/ELT for approval
- Course work must be completed within the specific timeframe of each sponsoring college or university

REFUNDS/WITHDRAWALS:
If a course is canceled by ELT, all paid tuition is 100% refundable.

Withdrawing from Classroom Courses:
- Participants who withdraw prior to the course start date will be charged the $50 Administrative Fee.
- Participants who withdraw at the end of the first class will receive a refund of paid tuition, less the $50 Administrative Fee.
- Withdraws prior to the course start date must be in writing and sent to NYSUT ELT at eltmail@nysutmail.org or fax to (518) 213-6456.
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT. Withdrawal notification to NYSUT ELT must be in writing and sent to NYSUT ELT at eltmail@nysutmail.org or fax to (518) 213-6456.
- No refunds given after second class.

Withdrawing from Online Courses:
- Participants who withdraw prior to the course start date will be charged the $50 Administrative Fee.
- Participants who withdraw within the first two weeks of class will be refunded half of paid tuition.
- Withdraws prior to the course start date must be in writing and sent to NYSUT ELT at eltmail@nysutmail.org or fax to (518) 213-6456.
- Participants who withdraw within the first two weeks of class must inform their instructor and NYSUT ELT. Withdrawal notification to NYSUT ELT must be in writing and sent to NYSUT ELT at eltmail@nysutmail.org or fax to (518) 213-6456.
- No refunds given after second week.

Withdrawing from VESi Courses:
- No refunds given for VESi courses.

<u>**TRANSCRIPTS:**</u>
Each university processes transcripts for graduate credit at the **end** of each semester.
Transcript Request Forms are located in the Team Room of each course in Frontline:

College/University	Fee	Transcript Information
Adelphi University	$10	Transcript ordered online @ www.adelphi.edu
Mercy College	None	Transcripts Request Form or online @ www.mercy.edu
The College of Saint Rose	None	Transcript Request Form or 518-454-2020
St. Francis	None	Call St. Francis @ 718-489-5200 for Transcript
SUNY Empire State College	$5	Transcripts ordered online @ www.esc.edu/transcriptrequest

Checks are made payable to the corresponding university.

Participants must take courses for graduate credit in order to fulfill certification requirements. *Only courses with a B or above for graduate level courses are acceptable toward meeting content core requirements.*

<u>**ELT COURSE MATERIALS/COLLEGE REGISTRATION MATERIALS:**</u>
Participants should visit the course Team Room in Frontline and download all appropriate paperwork. College registration forms for site based courses will be distributed by the instructor at the first class session (except for Mercy College sponsored courses, those are an electronic registration directly through Mercy). All students who desire graduate credit must fill out the college registration form(s). All forms must be filled out **completely** including social security number and/or date of birth or student will not be registered with the sponsoring college and will not receive credit for the course. The instructor will collect completed registration forms and return to ELT after the first class session.

College registration forms for online courses are located in the Team Room (except for Mercy College sponsored courses, those are an electronic registration directly through Mercy) and should be downloaded and sent to NYSUT ELT prior to the course start date. Forms can be faxed (518) 213-6456, emailed to eltmail@nysutmail.org or mailed to:

        NYSUT ELT
        Attn: Anne Marie Simon
        800 Troy-Schenectady Road
        Latham, NY 12110

Forms should NOT be mailed directly to the college.

Students cannot change/switch their credit type (graduate or inservice) AFTER the course ends. All changes must be completed prior to the end of the course.

Participants are responsible for purchasing all required course texts/materials.

NYSUT ELT/MERCY PARTNERSHIP PROGRAM:
Students enrolled in the NYSUT ELT/Mercy College Partnership Program must choose to take the course either for 1) Matriculation and completion of a degree or advanced certificate or 2) to take the course as a standalone, three credit graduate course. Students will have additional information posted in Moodle with regards to both options.

10 hours field work is required for Literacy courses and those students planning on matriculating into Mercy College to receive Master's and/or Advanced Certificate in Literacy. These logs serve as a chance for self-reflection, self-assessment, and conversation with others as they examine Literacy practices and issues.

COURSE EVALUATIONS & GRADES:
Each participant will complete an online evaluation of the course and the instructor. These evaluations are a vital component in ELT's system of monitoring the quality of its course offerings. The online evaluations can be found in Frontline within each course. Participants should click on the desired course, scroll down to ***"Actions"*** and click on ***"Course & Instructor Evaluation"***. **IMPORTANT – we cannot mark your Attendance "Complete" in Frontline until the Evaluation is completed**.

Instructors have 10 days to enter grades into Frontline and if applicable to the sponsoring college site. Grades are then sent to ELT for review. Upon review ELT will mark students "Complete" in Frontline. (Participants cannot mark themselves complete). Participants will receive an email from ELT stating that their course is marked complete and you can download your Certificate of Completion.

RECEIPTS AND FORM 1098-T:
For purposes of the tuition and fees deduction and the *Lifetime Learning* and *American Opportunity Credits* relating to *qualified education expenses* under the Internal Revenue Code, **please note that ELT does not issue Forms 1098-T, as ELT is not an eligible educational institution.**

Participants who wish to deduct the cost of their course tuition as a *business expense* relating to *qualifying work-related education* for Federal income tax purposes should print a receipt of payment for each course. Receipts can be found in Frontline within each course, under Actions.