



Lane ESD Professional Development Seminars Best Practices: Closing the Achievement GAP for Educators

ESD PSU Credit Courses

A series of workshops providing professional development for Lane County K-12 educators, using best practices as a foundation which focuses on practical teaching strategies and activities to reach all students in a variety of content areas. Content areas include: instructional technology, writing, reading, science and cultural competency as outlined by district goals.

<p><u>Where</u></p> <p>Most classes will be conducted at Lane ESD 1200 Hwy 99 North Eugene, Oregon.</p>	<p><u>Credit Options</u></p> <p><u>Option 1:</u></p> <ul style="list-style-type: none"> PSU Graduate credit (1 credit = \$55.00) Participants must attend 10 hours of seat time, 2 required sessions and complete the coursework. (Coursework includes a term paper, class attendance and a presentation).
<p><u>Choice</u></p> <p>Students attending ESD workshops can take for Professional Development Units or college credit. College credit is provided through a partnership between Lane ESD and Portland State University.</p>	<p><u>Option 2:</u></p> <ul style="list-style-type: none"> PSU Graduate credit (2 credits= \$110.00) Participants must attend 20 seat hours and complete the coursework. (Coursework includes a term paper, class attendance and a presentation).
<p><u>What</u></p> <p>Credit options are available for workshops listed on the ESD website, except for online courses, instructional technology courses and special education courses.</p>	<p><u>Option 3:</u></p> <ul style="list-style-type: none"> Optional PDUs (Professional Development Units) for each session. PDUs are applicable to license renewal. You must attend the full seminar to receive your PDUs.
<p>Information and registration materials for credit options will be provided during your first class session or on the Lane ESD website http://www.lesd.k12.or.us/workshops/listings/index.html</p>	<p><u>Orientation Seminar:</u></p> <ul style="list-style-type: none"> Orientation session will be held at Lane ESD, see timelines below, beginning at 4:00pm, for those seeking university credits. Coursework expectations will be outlined and explained during this session.
<p><u>Cost</u></p> <p>Classes are free to all Lane county teachers, administrators, staff and university practicum students. Students are responsible for their tuition if they choose the credit option for these seminars.</p>	<p><u>Project Presentation:</u></p> <ul style="list-style-type: none"> A required final facilitated discussion class will be held at Lane ESD, beginning at 4:00pm, see timelines below. Ten-minute presentation on your instructional ideas for the class.



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ESD PSU Credit Course Information

Student Information for University Credit Option

Portland State Credit:

An ESD staff member will provide information on the credit option and assist students with the registration during your first class session. Although Lane ESD through its partnership with Portland State will facilitate the registration process, the credit will be awarded directly by Portland State University and payment for the credit option will be made directly to Portland State.

Credit options:

- Students can earn 1-2 college credits from in this series through Lane ESD
 - One Credit equals 10 hours seat time – cost \$55.00
 - Two Credits equals 20 hours seat time – cost is \$110.00
- Students will submit a 3-4 page reflection paper at the end of each term
- Checks are made out to Portland State University
- All classes for this series are Pass/No Pass

General Guidelines:

Instructor of Record – Bob Curtis, Lane ESD, the Instructor of Record, is responsible for assigning grades. Contact information: 541-461-8354 or bcurtis@lesd.k12.or.us.

Coordinator - Jeri Ingallinero is the coordinator for PSU credit classes offered at Lane ESD. For registration and/or questions regarding credit classes they can be addressed to Jeri Ingallinero at 541-461-8305 or jingallinero@lesd.k12.or.us. Check ESD's website for Term due dates.

Assignment Deadline: Papers need to be submitted to Jeri Ingallinero at Lane ESD; can be sent via email jingallinero@lesd.k12.or.us. Check ESD website for assignment deadlines.

Paper Requirements:

Paper Topic: Your paper should review and discuss the classes you took through this series. Please list and describe which classes you took, what knowledge you gained from these classes and how you plan to use this knowledge in your instruction,

Paper Grading: You will receive a P/NP grade for your paper and for completing seat time and required paper/class plans. Your spelling, punctuation, and grammar will all count as part of your grade.

Papers must include a cover page with the following information:

- Student's Name
- Class Title (*Best Practices Series: (e.g. ESPN, TIPS, Bullying)*)
- Date(s) of Class
- Students Contact Information (including phone number and address)

Paper Format: Your paper must be typewritten on 8.5" x 11" paper. Each page must be double-spaced, use Arial or Times New Roman 12 point font, and have a one inch margin on all sides. Pages should be numbered.

ESD/PSU Course Timelines

TERM:	FALL
Orientation:	September 13, 2011
Registration Deadline:	October 3, 2011
Paper Deadline/Debrief:	December 1, 2011
Grade Available online:	December 14, 2011

TERM:	WINTER
Orientation:	January 10, 2012
Registration Deadline:	January 27, 2012
Paper Deadline/Debrief:	March 15, 2012
Grade Available online:	March 28, 2012

TERM:	SPRING
Orientation:	April 3, 2012
Registration Deadline:	April 13, 2012
Paper Deadline/Debrief:	June 12, 2012
Grade Available online:	June 20, 2012

IMPORTANT! Student Information

Portland State University

Course Registration (All students)

1. **Register for your course** by contacting Jeri Ingallinero at Lane ESD and completing the PSU registration form provided by the Lane ESD. Be sure to include the following information:
 - course number
 - department
 - grad/undergrad selection
 - if you are a returning or continuing PSU student your University ID number

First time students should follow the instructions below to create their student accounts. Students will not be able to pay their bills on-line or access grades without first establishing a student account. When registrations are received in Continuing Education students who have not yet completed this step will be contacted with a reminder and instructions.

2. **Pay the cooperative instructional fee** directly to the agency. See agency for payment options.

PSU Account Creation (First-time PSU student only)

1. **Create your student account.** To establish your PSU student account, visit <http://www.pdx.edu/admissions/continuing-education-applicant> and complete the account generation form. You will be charged a onetime \$25.00 fee, plus \$2.00 for processing, payable online by VISA or MasterCard.
2. **PSU Odin Account Manager (OAM) system.** Upon creation of your student account, navigate to oam.pdx.edu. Once you have finished the OAM process all of your PSU accounts will be synchronized on the PSU portal (myPSU), so that you can obtain grades, make payments, register for other non-cooperative classes and use your PSU email.

PSU Credit Fee (All students)

3. The PSU credit fee will be electronically billed by the University; bills typically are sent on the 16th of each month. For billing details, visit <http://www.pdx.edu/bao/payments>. You can pay this bill by logging in to your student account at my.pdx.edu or by mailing check or money order directly to the university. PSU accepts credit registration payment in the form of check, money order, credit card, and e-check with the following associated fees:
 - e-check - \$0 fee. Online setup required during payment process
 - Check/money order - \$0 fee when mailed with bill
 - Mastercard/American Express – 2.75% of total registration amount
 - Visa - \$50 fee

Need help with cooperative credit registration?/Email ceedreg@pdx.edu or call Mark Mentzer at 503-725-4825

All registration for credit courses through Lane ESD must be sent to Lane ESD, Attn: Jeri Ingallinero, 1200 Hwy 99 North, Eugene OR 97402. Do not send registration and payment directly to PSU.

PSU Student ID Card

Portland State University and Continuing Education have adopted a student identification system called the **One Card!** A federal mandate no longer allows us to use social security numbers as student identification. Cards will be mailed directly to all PSU and Continuing Education students.

The card contains your **9-digit PSU ID**. This ID will serve as your login for retrieving grades at the end of the term on the PSU Information System, www.banweb.pdx.edu. Whether you are full-time or taking one class, the ID number helps us identify you in the PSU registration system.

If you do not receive your PSU One Card in the mail before grades are available in the term you are registered, contact Paul Beaulieu at 503-725-8279 or email at beaup@pdx.edu.

Here are some card options and services connected to each option:

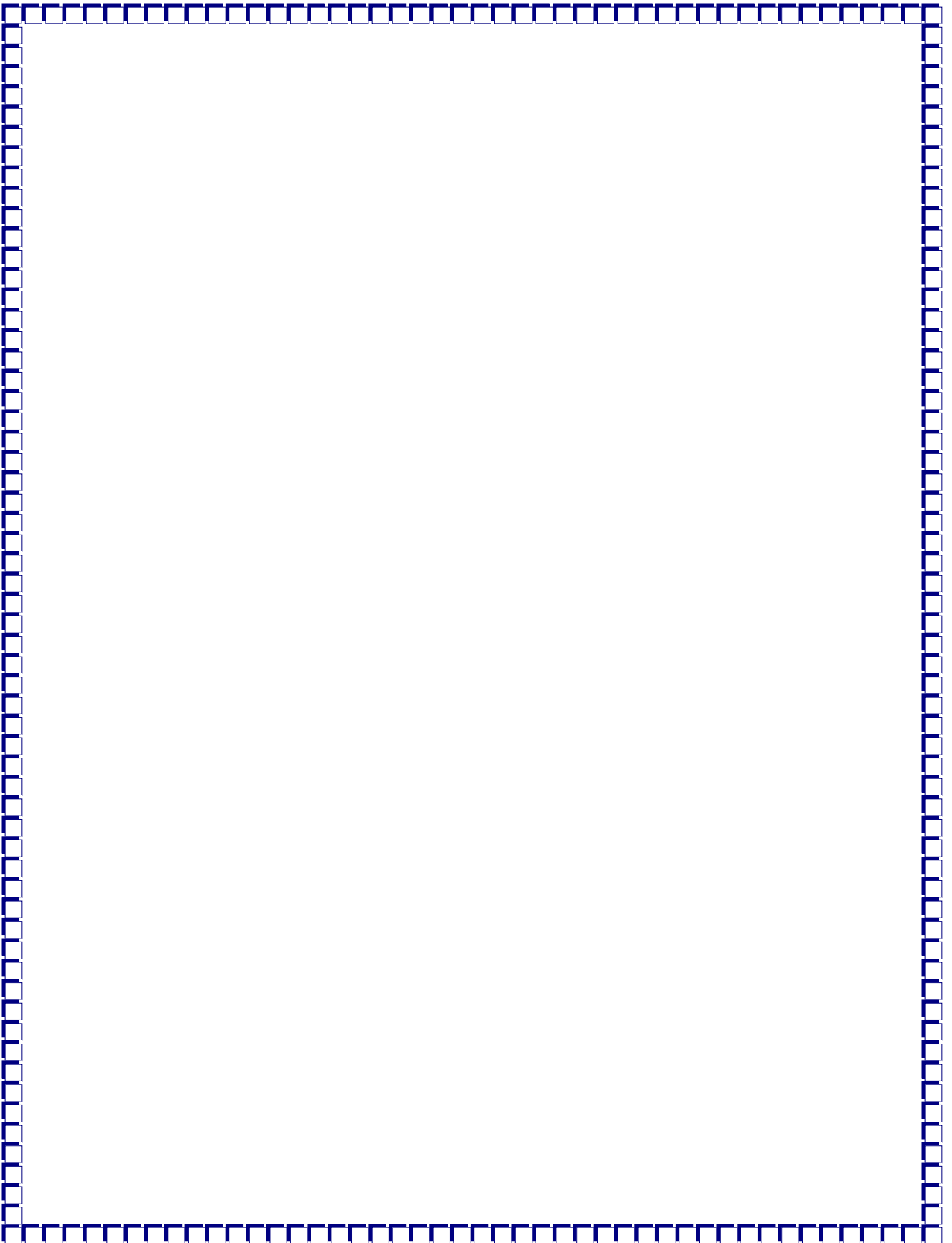
****PSU ONE CARD OPTIONS****

- 1) **USE CARD AS I.D. ONLY – (DO NOT ACTIVATE)**
(Good option if you are not a full-time student and you are off-campus)
 - ID number allows students to access grades and transcripts
 - The card and ID number serve as the official ID for any future class registrations.

- 2) **USE CARD TO ACCESS PSU SERVICES (MUST ACTIVATE)**
(Good option if you are taking classes on-campus)
 - ID number allows students to access grades and transcripts
 - The card and ID number serve as the official ID for any future class registrations
 - Allows students to use library services, computer labsTo activate: go to PSU web site www.psuone.pdx.edu.
Click on Activate **WITHOUT** a One Account, follow the simple instructions.

- 3) **USE CARD FOR FINANCIAL SERVICES (MUST ACTIVATE)**
(Good option if you receive financial aid through PSU)
 - ID number allows students to access grades and transcripts
 - The card and ID number serve as the official ID for any future class registrations
 - Allows students to use library services, computer labs
 - Financial Aid Payments
 - Refunds (dropped classes, disbursements, etc)To activate: go to PSU web site www.psuone.pdx.edu
Click on Activate **WITH** a One Account and follow the simple instructions.

Please Note: The PSU ID Card is tied to a federally insured bank with all the services of checkless checking. If you choose to open the “OneAccount”, it will serve as your ID card and a debit card if there is money in the account. It is **NOT** a Credit Card, but the debit card can be used anywhere MasterCard is accepted.



portland state university

extended studies

registration form

**PAYMENT IS
REQUIRED
TO REGISTER**

PLEASE PRINT DATE _____

□□□ □□ □□□□

SOCIAL SECURITY NUMBER (optional unless applying for tax credit)

LAST NAME NEW FIRST MIDDLE INITIAL PREVIOUS LAST NAME
(if previous records are under a different name, please include other name.)

HOME ADDRESS NEW () ()

CITY STATE ZIP DAY PHONE EVENING PHONE

EMPLOYER/FIRM FAX EMAIL

EMPLOYER/FIRM ADDRESS JOB TITLE

BILLING ADDRESS--CITY/STATE/ZIP (required with purchase order)

PLEASE RESPOND TO THE FOLLOWING (OPTIONAL)

Female U.S. Citizen Asian Hispanic Pacific Islander Black, Non-Hispanic American Indian or Alaska Native White, Non-Hispanic Other _____ Decline to respond

Male Permanent U.S. resident Student visa or other visa

Do you have a bachelor's degree? Yes No

Date of Birth: Month Day Year

NONADMITTED STUDENTS MAY TAKE UP TO 8 CREDITS

**Make Checks
Payable to:
Portland State
University**

**Please mail form with
payment to:
Jeri Ingallinero
Lane ESD
1200 Hwy 99 North
Eugene OR 97402**

or

FAX: 541-461-8297

TERM	YEAR		# of credits	Pass/ No Pass	Audit	A-F	Noncredit	\$
		Best Practices Series:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COURSE #		COURSE TITLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEE \$
COURSE #		COURSE TITLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEE \$
COURSE #		COURSE TITLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEE \$

RESIDENCY INFORMATION IS REQUIRED FOR ENROLLMENT AND MAY BE AUDITED:

Do you consider yourself an Oregon resident? Yes No

For how long have you been an Oregon resident? _____

First PSU or Continuing Education Registration? Yes No

PAYMENT METHOD: TOTAL \$ _____

Check/money order enclosed (payable to Portland State University)

Billing authorization# _____

Charge to credit card: Visa MasterCard

Acct# _____ Exp.Date _____ / MO. YR.

Signature _____