



University of the Pacific
Center for Professional and Continuing Education
Professional Development Courses For Teachers
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UNIVERSITY CREDIT FOR TEACHERS PARTICIPATING IN ACIS TRAVEL PROGRAMS AND GLOBAL CONFERENCES

General Guidelines for Teachers – A Simple Process

- 1. Obtain prior approval from your school district regarding university credit for your participation in this educational tour with ACIS.** There are no refunds, therefore before you register, obtain prior approval from your school district regarding acceptance of graduate-level, professional growth, semester units of credit from the University of the Pacific.
- 2. Register and pay for one, two or three semester units of credit prior to your trip. Contact ACIS, Boston office, for registration forms and payment information. You may reach them at www.acis.com. The cost will be \$85 per semester unit of credit.** (Note: Effective June 1, 2006, the cost per semester unit will be \$93.)
Note: Group leaders who register prior to Dec. 31, 2005 may receive one semester unit of credit for free, complimentary of ACIS.
- 3. Send in the following, within three months after the travel experience:**
 - 1) Reflection page** – Written reflection (one to two paragraphs) about what you got out of the travel excursion and how the experience will enhance your teaching.
 - 5) Activity Log and Notes**
Enclose a log documenting touring hours as well as any additional hours of professional work. If, for example, you are receiving credit for 14 hours for your travel time (touring with the ACIS), you will need to show proof of one additional hour of work to earn one semester unit. For two semester units you will need to document a total of 30 hours (touring plus additional work), or 45 hours total of touring plus additional work for three semester units.

Your log may show activities you have done prior to or after the travel experience (pre-travel research/reading as well as follow-up activities.) Enclose notes as proof of items in your log, i.e., notes on readings or research on the Internet, samples of lessons developed, print-outs of power point presentations, photos or notes about centers you developed or project samples you created, samples of rubrics developed, notes on videos you previewed, etc.

Note: The activities in your log do not have to relate directly to the tours you participated in, but they must be professional educational activities that enhance your teaching.

Good question to ask yourself: "Is what I am about to do going to enhance my knowledge, skills, curriculum, or classroom environment for years to come?"

If the answer is yes, it would be considered acceptable for your log.

General Information regarding unit credit with the University of the Pacific

The University of the Pacific is one of the oldest institutions of higher learning in the state of California. The Center for Professional and Continuing Education offers the opportunity to teachers to earn Graduate Professional Development. These semester units are designed for Graduate professional growth, not for pursuing an advanced degree. They may be applied towards the 150 hours of professional growth requirement to renew your Clear Credential.

All our courses are in accordance with guidelines set forth by CA WASC (Western Association of Schools and Colleges). **Participants are advised to verify with their school district or state licensing bureau acceptance of such credit prior to registration for unit credit.**

Grades

After you have sent in your reflection page, and log/samples of extra work, your grade will be mailed to you, from our office, on University letterhead, in about one week. You will also receive a computerized grade from the Registrar in about four to six weeks. For most school districts, the grade from our office will suffice for immediate professional growth and salary increment credit. Some school districts may request the grade from the Registrar, and some may request that that grade report be unopened.

There are also some school districts that require a formal, embossed, sealed transcript. Formal transcripts may take a total of six weeks from the time you complete your course. **It is best to check with your school district, prior to doing coursework, as to whether or not they require the grade report or the embossed, sealed report. With this knowledge you can plan ahead to complete your coursework and receive your grade when needed.**

It is your responsibility to know your own district's policies regarding dates you must submit grade reports for salary advancement and regarding their policy in accepting grade reports vs. formal transcripts. Please contact your personnel department for information.

Recommended dates of completion if an embossed, sealed transcript is required:

To be on the safe side, allow six to seven weeks from the date you mail in your reflection page and optional additional coursework to receive the formal embossed, sealed transcript.

For a Sept 30 turn-in date to your district, send in your documentation by Aug. 12.

For an Oct. 10 turn-in date to your district, send in your documentation by Aug. 22.

For an Oct. 31 turn- in date to your district, send in your documentation by Sep. 12.

Need a formal, embossed, sealed transcript?

Should you need a formal, embossed, sealed transcript, please allow about six weeks from the time you finish the course. Usually a form to request a transcript will be mailed to you in the same envelope as your computerized grade from the Registrar. Should you need a new form -- Requests should be sent to the transcript department only after you receive your official grade report. Requests should be in writing (or on the form supplied with the mailing of your official grade report).

Request should include:

1. Name, address and phone number
2. Social security number
3. A personal check of \$4 per copy, payable to University of the Pacific.
4. A copy of any recent grade reports.
5. Most recent course titles and numbers
6. Address to which you wish the transcripts mailed, if different from above.

Please mail your request for an official transcript to:

Office of the Registrar, University of the Pacific, 3601 Pacific Ave. Stockton, CA 95211.

Again, please allow the necessary time to process transcripts. In the event you have not received an official transcript in the time frame specified above, please contact the Office of the Registrar at 209-946-2135.

Registration -- University Of the Pacific Course Titles and Numbers

You must register for university credit by contacting ACIS. Please contact the ACIS Boston Office at www.acis.com.

You may choose from the following course titles:

- P EDU 9221 Travel To Enrich Your Curriculum
- P EDU 9220 Travel To Learn and Enhance Your Teaching
- P EDU 9218 The History, Art and Culture in Europe
- P EDU 9223 Educational Tours for Teachers
- P EDU 9224 The History, Culture and Art of Italy I
- P EDU 9215 The History, Culture and Art of Italy II
- P EDU 9225 The History, Art and Culture of France
- P EDU 9216 The History, Art and Culture of the British Isles
- P EDU 9222 Travel as a Form of Education
- P EDU 9217 The History, Art and Culture of Spain
- P EDU 9219 The History and Art in America

Group Leaders and educators attending Global Conferences registering before December 31, 2005 receive one semester unit of credit for free. Educators who wish more than one unit of credit are therefore responsible for paying \$85 extra if they wish a total of two semester units, or \$170 extra if they wish a total of three semester units. All payment will be sent directly to ACIS for registration. (Note: price change effective June 1, 2006: \$93 per semester unit)