

Kansas World Language Association – University of the Pacific, Benerd College

Professional Development for Educators and Teachers

Earn up to 3 hours of graduate-level semester units of credit for each conference, workshop or webinar that you complete with Kansas World Language Association (KSWLA) and Benerd College - University of the Pacific. **At only \$62 per semester credit**, you may choose to earn up to 3 graduate-level credits for implementing what you learn directly into your classroom or program setting. Primarily designed for salary advancement and/or recertification requirements, the credits offered are practical, meaningful and *affordable*.



UNIVERSITY OF THE
PACIFIC
Benerd College

The cost of graduate-level credit is separate from Kansas World Language Association conference/webinar/workshop fees.

1 Graduate-Level Credit:

\$62 / 3-page reflection paper

2 Graduate Level Credits:

\$124 / 6-page reflection paper

3 Graduate-Level Credits:

\$186 / 9-page reflection paper

About the Credits:

The credits offered are post-baccalaureate, graded, graduate-level semester units of credit, provided directly through Benerd College – University of the Pacific. The credits are specifically designed to meet the needs of educators for salary advancement and re-certification. These credits are acceptable where local districts approve and applicable to state licensing where authorized. We always encourage you to check with your employer for acceptability of these credits. Course participants are responsible to determine acceptability of these credits for their intended use. Each graduate-level semester credit is equivalent to 15 hours of academic involvement.

University of the Pacific, established in 1851, is California's oldest private chartered university and is fully accredited by the Western Association of Schools and Colleges (WASC).

Please carefully read through all coursework requirements prior to registering. For any questions regarding credit, coursework, etc., please contact info@teacherfriendly.com. You can also call at 949.646.9696 during scheduled telephone office hours:

Office Hours: Tuesday, Wednesday, Thursday (8am-12pm, Pacific Time)

Email: info@teacherfriendly.com □ Subject Line: "Kansas World Language Association"

Website: <https://teacherfriendly.com/kswla/>

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Course Overview/Requirements

There are only two requirements for the awarding of graduate-level credit:

1. **Self-Created Time Log:** Create a PDF or Word document including a self-created time log documenting the time you spend creating curriculum, activities, projects, strategies, or techniques inspired by Kansas World Language Association. Creating your own log gives you the freedom of documenting all the time and effort you have dedicated to completing your coursework requirements. Your log must be specific and include dates and accomplishments. For each graduate-level credit, document 15 hours of involvement. All your coursework participation must be away from professionally paid hours.

Whether you spend time brainstorming new ideas, creating new curriculum, researching, reading, typing your reports, reviewing KSWLA materials/resources, or composing notes during a virtual or live conference/workshop, you are able to document all the professional time that you have invested enhancing your professional growth. You may also backdate your log to include previously developed teaching techniques or activities.

2. **Reflection Paper:** For each graduate-level unit, type a 3-page, single-spaced narrative report summarizing your overall experience of creating and/or developing new ideas inspired by the workshop, webinar or conference you completed with KSWLA. You may modify, change, or adapt any ideas to meet your professional needs. The culminating goal of this report is to demonstrate how KSWLA has enhanced and empowered your professional development.

Coursework Submission: Coursework can be submitted up to 6 months from registering, and extensions are always granted upon request. You may also submit your coursework earlier if needed. The true course ending date that will appear on your transcript will reflect the date your coursework was received.

Completed coursework should be saved as a PDF, Word or Google document and include the following:

1. Title page with your last name, first name, course number and title, number of units, last 4 digits of SSN, and course beginning/ending date.
2. Self-created time-log documenting 15 hours per unit with dates and accomplishments. Include the total number of hours calculated for all coursework. (See log example below.)
3. Reflection Paper(s) summarizing how you have enhanced your professional growth.

Email your completed coursework as an attachment to: coursework@teacherfriendly.com. Please include in the subject line "Coursework Submission."

Log Example: It may be that you require more or less time completing your own personal activities and/or projects, and that's why we have left it to you to decide how you manage your time.

Date	Objective	Hours
4/21	Reviewed/researched materials to prepare for KSWLA session	1.5
4/23	Reviewed/Typed notes from first session of KSWLA session	2
5/10	Reviewed/Typed notes from the second session KSWLA session	2
5/13	Reviewed notes form conference/workshop and developed plans of action	2
6/22	Created and constructed new learning activities/lessons based on conference/workshop	4
7/16	Typed 3-page, single-spaced report explaining implementation of new learning activities	3.5
Total hours of involvement: 15 hours per unit		

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Reflection Paper Requirements

Each graduate-level credit requires a 3-page, typed, single-spaced narrative report. Try to incorporate the following key points into the structure of your report.

A. Activities, projects, strategies, or techniques of implementation:

Describe the activity, project, strategy, or technique that you developed as a result of completing your professional development experience. Be sure to include materials and resources utilized. For example, handouts, visual aids, props, books, learning strategies, etc. Detail why you chose this idea and how it fits into your professional development needs or those of your learners. Explain the actual process of introducing your project and the methods used for instruction.

B. Population target: grade level, type of class, groups:

Define the needs and goals of the learners that you designed these ideas for and how they might correlate to their specific needs and/or core objectives. Indicate if these learning methods were designed for special need students, specific groups within a class, developmental ages, etc.

C. Objectives and goals:

Describe the specific targeted learning objectives and how they related to the goals of your instructional program. Try to correlate the objectives/goals to the specific activity/project you presented. Possibly correlate, when appropriate, the objectives/goals with the Common Core Standards set for your curriculum.

D. Evaluation methods utilized:

Describe how you evaluated the success of the projects you developed. What methods or criteria did you use to assess your achievement of specific goals?

E. Overall outcomes and reactions:

Include your personal assessments of how the learning objectives and goals were achieved. What were the reactions of your learners? How would you redesign or change the methods utilized with future utilization of the projects?

Professional Development Office (for all registration confirmation and tuition / billing questions)

Telephone: 949.646.9696

Telephone Office Hours: 8:00am - 12:00pm, Pacific Time (Tuesday, Wednesday, Thursday).

Email: info@teacherfriendly.com

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Frequently Asked Questions

How do I register for the credit?

Download the PDF Registration Form attached in this packet and follow the instructions provided on the form.

How many credits can I register for?

You may register to earn between 1-3 graduate-level credits. Each credit attempted will require 15 hours of academic involvement. Please refer to coursework requirements for detailed instructions.

How long will my registration form take to process?

Once we receive your registration form we will send you a confirmation email within 24-48 hours notifying you of receipt and that you may begin the coursework.

Registration forms are processed on a weekly basis at the main Registrar's Office. Generally, it can take anywhere between 2-3 weeks for the payment to appear on your bank account statement from the time you submit your registration form. If you attached a check as the payment method, it may take additional time for the check to clear.

Can I begin my coursework even if I have not yet been charged for my tuition?

Yes. You may begin your coursework once you have received the "Course Enrollment Confirmation" email.

Can I register for university credit before enrolling in the Kansas World Language Association?

No. Enrolling in the KSWLA prerequisite to earning graduate-level credit.

Are these graduate-level courses?

Yes. All university courses offered through Kansa World Language Association are graded, graduate-level, professional development courses provided for all teachers (K-12), and related personnel who are seeking recertification, state licensure, salary advancement, or other professional development growth opportunities.

The credits offered are post-baccalaureate, graded, graduate-level semester credits, provided directly through the University of the Pacific, Benerd College. They are specifically designed to meet the needs of educators for salary advancement and recertification. These courses are NOT applicable to participants who are pursuing an advanced degree at the University of the Pacific.

Will my school district accept these courses for salary advancement/licensing requirements?

Each district and state have different requirements, guidelines, and deadlines for salary advancement and licensing requirements. We always encourage participants to familiarize themselves with their own policies prior to enrolling. Although we have a proud history of helping educators nationwide, participants are fully responsible for determining the acceptability of these courses for their intended use.

Will these courses be applicable/transferable toward my degree?

These courses are not applicable for a degree at the University of the Pacific but can be transferred at the discretion of your institution. An official transcript is available from the University of the Pacific upon successful completion of coursework. While it may be possible for the credits earned in these courses to be used for salary advancement and state licensing requirements, we do not provide assurance that any state licensing board or school district will accept these credits for those purposes. Individuals seeking credits for

those purposes are advised to check with the appropriate agencies and gain approval prior to registering. The University of the Pacific is accredited by The Western Association of Schools and Colleges (WASC).

How many hours of involvement/coursework is required per credit?

Each graduate-level credit requires 15 hours of participation/involvement in the course.

Is the University of the Pacific -- Benerd College accredited?

Yes. University of the Pacific is accredited by the Western Association of Schools and Colleges (WASC). UOP was established July 10, 1851, as California's first chartered institution of higher learning.

Where do I submit my coursework?

Submit your coursework to coursework@teacherfriendly.com Please include in your subject line "KSWLA Coursework Submission".

How much time do I have to complete my coursework?

Coursework may be submitted up to six months from your enrollment (registration) date. The enrollment date is the day you receive a "Course Enrollment Confirmation" email. Since enrollment is open year-round, coursework submission dates vary depending on when you register.

Can I submit my coursework earlier than my submission date?

We always encourage early coursework submission if you finish prior to your submission date. This will help expedite the process of receiving your unofficial/official transcript. The true course ending date that will appear on your transcript will reflect the date in which your coursework is received.

Please note: You should register first before submitting any coursework to avoid a delay in processing. Our university first has to process and enter each student in the Registrar's Office system. Generally, it can take anywhere between 2-3 weeks for them to be officially entered into our university system. We always encourage participants to wait a minimum of a week to submit their coursework after registering.

Can I request an extension for submitting my coursework?

Absolutely. Simply email our office at info@teacherfriendly.com to request a 2-month extension. Be sure to include "Extension Request" in the subject line and provide your course number/title.

I am not actively teaching. Can I still enroll in a course?

Although we know the value in having a live classroom setting handy, you do not need a classroom to take this course. You will simply develop a plan of action describing how you will implement the strategies that you have learned.

Are tuition fees refundable?

Once your tuition payment has been processed, there are no refunds. We always advise educators to verify that their district will accept the credits prior to enrollment.

Are these credits transferable to another university?

The credits are not designed to be applicable towards a degree program at University of the Pacific. However, the transferring and acceptance of these credits with another university is solely at the discretion of the respective institution. We do not provide assurance that any state licensing board, university, or school district will accept these credits for those purposes.

What type of grade will I receive for my completed course(s)?

Each professional development course is letter graded and will appear on an Official Transcript from University of the Pacific, Benerd College.

What is the cost per semester credit?

Only \$62 per semester credit. All university credit tuition fees are paid separately from the KSWLA conference fees.

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Are tuition fees refundable?

Once your tuition payment has been processed, there are no refunds. We always advise educators to verify that their district will accept the credits prior to enrollment.

How long does the grading/transcript process take?

After receiving a coursework confirmation email from our office, please allow anywhere between 2-4 weeks (Up to 5 weeks during the summer!) for you to receive your unofficial transcript. Keep in mind that you do not need to wait to receive an unofficial transcript to request your official transcript.

*An unofficial transcript will take approximately 8-10 business days to arrive once your grade(s) have been officially entered into the system.

How do I request an Official Transcript?

You may request an Official Transcript after successfully completing your course(s) at any time after receiving your unofficial transcript. However, when submitting a transcript request, DO NOT FORGET to include ALL PEDU/EDUP course numbers that you wish to appear on your Official Transcript (see steps below). Otherwise, your transcript may not include needed information, requiring you to have to reorder and pay for a corrected transcript.

Cost for ordering an Official Transcript:

Standard Mail: \$7.25

Order an Official Transcript for your completed course(s) by following the directions below:**Step 1:**

Visit the **Transcript Ordering**

Center <https://www.pacific.edu/about-pacific/administrative-offices/office-of-the-registrar/academic-transcripts> to request an Official Transcript. Next, find the "Official Transcripts (All programs except law and dental)" heading and click on "National Student Clearinghouse."

Step 2:

Enter your personal information to begin ordering your transcript(s).

Step 3:

IMPORTANT: When you begin the “Select Transcript and Delivery Details” section, you must select “**After Grades Are Posted.**” Enter courses in the “Enter other required instructions only” field. **Include ALL of the PEDU/EDUP course numbers that you want to appear on your Official Transcript.** Otherwise, your transcript may not include desired information, requiring you to have to reorder and pay for a corrected transcript.