



# SPIRAL COURSES

Spiral is a program designed to allow school districts, schools, consultants and other approved organizations to offer professional development courses with graduate level credit or clock hours through Seattle Pacific University.

## THE PROCESS

1. Design a course and put the basic information on the School Of Education Course Form. The guidelines on the course form define what constitutes a course. Be sure that a fully developed syllabus is attached using the outline on the back of the course form.
2. Select an instructor of record. If they are not currently a Seattle Pacific University adjunct but have a minimum of a master's degree, they may apply by filling out an SPU Adjunct Faculty Application (AFA) form and sending an official transcript.
3. Submit the course form and AFA (if there will be a new instructor) to SPU (c/o Marilyn Mortenson). It will be reviewed to see if it meets the requirements for credit. Once the course is approved you will receive a registration packet. You are responsible for registering students who want credit or clock hours at the first class session.
4. Credit costs:
  - a. If the instructor is not being paid through SPU then the base cost per credit is \$43 or \$15 per each 10 clock hours.
  - b. If the instructor is to be contracted and paid through SPU then the base cost per credit is \$70 or \$45 per each 10 clock hours.
5. Publicity:

If you wish to have your course published on our website or in the SPIRAL bulletin you will need to note that on the course form and submit it according to the publication deadline for each quarter.

For assistance contact Marilyn Mortenson: Phone (206) 281-2028, E-mail [mmort@spu.edu](mailto:mmort@spu.edu) or Fax (206) 281-2271