



School of Education/Continuing Education
3307 Third Ave W, Seattle, WA 98119
206/281-2028 fax 206/281-2271
www.spu.edu/spiral

Continuing Education Course Form

For Office Use Only

Form fields for Subject, No, CRN, ID Number, Routed, Bulletin, Quarter, Chapter, Description, Approved, SOE Course Review, Date, Schedule Type, Cross-List, SOE Director Review, Date, Part of Term, Refund, Academic Approval, Date, Grading Mode, Session, Endorsement, Detail Override.

Academic Title (this is the title which will appear on students' transcripts), 30 characters maximum

Grid for Academic Title input

1. Publication Title:

2. Please check one:

Form fields for proposal and repeat checkboxes, and course subject and number.

3. Course Requirements:

4. Course Syllabus:

Form fields for attached and on file checkboxes.

5. Credits: Contact hours, No. of Credits, Projected Credit Enrollment

Form fields for clock hours, check for SPU CEU/Clock hours, and projected CEU enrollment.

6. Dates/Times: Beginning Date, Ending Date, Closing Date

If additional space is needed, write remaining dates and times under #16 on the next page.

Table with 3 columns: Specific Dates (MM/DD/YY), Times (indicate am or pm) from to, Days (no Sunday classes) - place an X before the day. Rows for Mon-Sat.

7. Location: School/Place, City/State/Zip, Room

For Office Use Only: Room Assignment, Scheduler/Date

**8. Instructor:** \_\_\_\_\_ Social Security # (REQUIRED) \_\_\_\_\_  
 Other Instructor: \_\_\_\_\_ Social Security # (REQUIRED) \_\_\_\_\_  
 Please check here if primary instructor is resident SPU faculty or hired by an SPU department (dept name) \_\_\_\_\_

If materials are to be sent to someone other than the primary instructor, please identify here:

Name/Title \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**9. If this course is affiliated with an agency, district, or company, please indicate:** \_\_\_\_\_

**10. Salary:**

Contracted through the School of Education (syllabus required for this option)  
 (NOTE: The instructor will be remunerated after closing date when student grades have been received)  
 Other (please specify) \_\_\_\_\_

		Per Credit	For Office Use Only Detail Code
<b>11. SPU Tuition:</b>	Tuition for SPU Credit	\$ Y / N	
	Tuition for SPU CEU/Clock Hours	\$ Y / N	

**12. Additional Costs to Course Participants:**

\$ \_\_\_\_\_ for \_\_\_\_\_ Payable to \_\_\_\_\_  
 \$ \_\_\_\_\_ for \_\_\_\_\_ Payable to \_\_\_\_\_  
 \$ \_\_\_\_\_ for \_\_\_\_\_ Payable to \_\_\_\_\_

**13. Publicity:**  Check here to request listing in SOE bulletins (NOTE: We reserve the right to edit/deny course information)  
 Check here if you do NOT want your course listed on the SOE website  
 (NOTE: Pre-registration info below must be completed for publicity)

If pre-registration will be required, complete the information below and the location information under #7.

Contact person \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Other Information \_\_\_\_\_

**14. Address or Name Change:** If an address, name, or phone number for an adjunct faculty member (instructor) has changed, write the new information below. Please also send legal documentation for a name change to uphold the Rights & Privacy Act.

Name \_\_\_\_\_  
 New Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**15. Course Proposer:**

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

**16. Additional Notes or Comments:**

# Information and Instructions

## General

All credit courses need to be submitted using the attached Course Form. After receiving the form, the School of Education will review it for approval.

We require a minimum of three weeks processing time for all “Proposed” (new) courses. For each succeeding time an approved course is offered, we require at least two weeks processing time.

## Adjunct Faculty

An approved adjunct faculty instructor must teach all credit courses. If there is not an approved instructor for the course, a completed adjunct faculty application must be submitted with the course form. An official transcript verifying the highest degree must be sent to the School of Education from the institution where it was earned. The transcript becomes the property of SPU and may not be reproduced or copied. Transcripts will be kept for five years after an instructor becomes inactive.

The instructor carries the legal responsibility for the course, including monitoring classroom instruction, insuring that SPU guidelines and policies are upheld, evaluating student progress, and processing student grades. In addition, the instructor is directly responsible for handling and resolving any questions or concerns regarding the course. In certain instances an approved adjunct faculty may act, or be asked to act, as an instructor of record for a course. When this occurs, that person is required to fulfill the responsibilities of an instructor even though they may not actually teach the course.

## Course Requirements

A course must meet for 10 instructional contact hours for each quarter credit. Since the maximum number of contact hours allowed in one day is eight, all courses must meet for at least two days. The closing date of a course differs from the end date when an assignment is due after the last class session. SPU does not accredit Sunday contact hours.

Courses are reviewed and approved in light of the credits requested and the specific course completion requirements. Out-of-class assignments, appropriate to the number of credits, must be required of the participants to achieve a passing grade or above, and to assess their understanding of the content.

## CEU/Clock Hours

You can include a CEU/Clock Hour option for a credit course by checking the box under #5. Unless other arrangements are made in advance, a separate CEU/Clock Hour registration packet, roster, and instruction sheet will be sent in addition to the credit packet (see “Registration” below).

## Syllabus

A course syllabus, using the criteria and following the format listed on page 4, must be submitted with the course proposal. For repeat courses, an updated syllabus must be submitted annually.

## Publicity

All courses that meet SOE criteria for publication in a course bulletin must be submitted by the appropriate publication deadline. All externally created publicity releases must be approved by the School of Education prior to distribution. If a course has not completed the approval process and publicity is critical, please note on your publicity that credit is pending. All SPIRAL/ Education courses will be listed on the SPU Web pages unless the appropriate box on #13 is checked.

## Registration

Unless other arrangements are made, SPU’s Student Academic Services sends a packet of registration materials (including specific instructions and course evaluation forms) to the instructor or designated individual. The number written in the projected enrollment sections under #5 of the course form determines the number of registration forms that will be sent. The instructor conducts registration and collection of tuition on-site.

*If you have any questions on these procedures, or need further instructions on completing the form, please call the SPIRAL Program Coordinator at (206) 281-2028.*

# Course Syllabus Format

*Please include the following information when designing your course syllabus:*

Instructor name  
Address and phone (optional)  
Other presenters

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- Title of course
- Dates
- Prerequisites (if any)
- Number of credits and or CEUs (clock hours)
- Course description
- Course objectives
- Student expectations
- Special features (options)
- Instructor description (20-30 words) to include:  
Academic degrees, title of position, and experience related to course you'll be teaching  
You may wish to include address and phone number.
- Methods of instruction (i.e., lecture, hands-on, field trips, internet, etc.)
- Content/topics and outline for each session
- Grading criteria/system and evaluation activities
  - Letter grade criteria required
  - Pass/No Credit may also be offered
- Due dates of major assignments, projects, and examinations
- Text and/or required reading list
- Bibliography to include author, title, publisher, and copyright date
- Plans for transferring skills into the work setting:
  - Action research
  - Discussion/problem-solving groups
  - Peer observation/coaching
  - Practice skills in workshop
  - Readings
  - Videotaped lessons critiqued
  - Videotaped lessons turned in
  - Other (list)

**Please note that a course syllabus is usually 2-4 pages in length but can be quite detailed and longer if necessary. The method of evaluation should be detailed and specific; please avoid generalizations.**