



**EDUCATION**  
**PROFESSIONAL DEVELOPMENT**  
**COURSES**  
**(EDPD 525)**  
**AT**  
**FRANCIS MARION UNIVERSITY**

School of Education  
Francis Marion University  
P. O. Box 100547  
Florence, SC 29501-0547

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## **MISSION STATEMENT**

The mission of the School of Education in offering Education Professional Development (EDPD 525) courses is to provide

- meaningful professional development courses tailored to the individual needs of the nineteen school districts in the Pee Dee area of South Carolina
- opportunities through graduate level course work for Pee Dee area classroom teachers and administrators to improve their teaching and other professional skills as educators
- post-graduate course work to alumni who have completed our M.Ed. program
- lifelong learning experiences which maintain the academic integrity of Francis Marion University, the Southern Association of Colleges and Schools, and the National Council for Accreditation of Teacher Education.

## OVERVIEW

### STEPS IN REQUESTING AN EDUCATION PROFESSIONAL DEVELOPMENT (EDPD) 525 COURSE

#### SCHOOL OF EDUCATION FRANCIS MARION UNIVERSITY

1. Read all the attached information carefully and thoroughly.
2. Select and contact your course instructor.
3. Telephone the School of Education at 661-4649 to inquire if the selected instructor has provided the necessary vita and transcripts to the Office of Human Resources and has been approved as a Francis Marion University instructor. The School of Education will verify the instructor's status with the Office of Human Resources and notify you accordingly.
4. Negotiate the amount of the instructor's fee which the contracting district/agency will pay directly to the instructor or determine if Francis Marion University will pay the instructor a pre-established amount.
5. Decide on the dates, times and location of class meetings. (Be sure to note the dates listed on page 15 titled "**SPECIFIC DATES AND DEADLINES FOR 2008-2011 ACADEMIC YEAR**" and **plan class dates accordingly.**)
6. Complete the *top section only* of the "EDPD 525 Contract Course Request Form" with the appropriate information *approximately three weeks prior to the first class meeting*. **If possible, the course syllabus should accompany the course request.**
7. Mail the form to:  
Ms. Nancy C. Townsend  
School of Education  
P. O. Box 100547  
Florence, SC 29501-0547  

**OR**

Fax the form to:  
Ms. Nancy C. Townsend,  
School of Education  
Francis Marion University  
Fax: (843) 661-4647
8. Upon receipt of your contract request form, Ms. Townsend will telephone the person making the request to negotiate the price of the course and request any necessary paperwork (vitae, transcript, I-9 form) concerning the instructor.
9. Ms. Townsend will convey your request to Dr. J. Ron Faulkenberry, Dean of the School of Education, for approval.

## OVERVIEW (continued)

10. **Approximately two weeks prior to the first class meeting**, the course instructor should mail or e-mail the course syllabus to one of the addresses listed above. Ms. Townsend will review the syllabus and contact the instructor with any questions or concerns.
11. Ms. Townsend will prepare a contract and course registration forms and mail them to the person requesting the course.
12. **Immediately following the first class meeting**, course instructors forward completed course registration forms.
13. **Within seven (7) days (for Fall and Spring semesters) OR within 24 HOURS of the SECOND class meeting (for Late Spring, Summer I or Summer II semesters)**, course instructors will forward to Francis Marion University any additional course registration forms and a correct and complete list of students presently enrolled at the second class meeting. This list then becomes the official class roll. Contracting districts or agencies will be invoiced on the basis of the class roll at the second class meeting. **No additions to the class roll may take place after the second class meeting.**
14. **Approximately mid-way through the course**, the Registrar's Office will produce an official FMU course roll. Each course instructor will receive a copy of this roll, a roll verification form and a letter of instructions from the School of Education. **The roll and roll correction sheet be returned within seven (7) days by the date indicated on the form directly to the Registrar's Office.**
15. **Approximately two weeks prior to the due date for grades**, the Registrar's Office produces a final grade roll for each course. Each course instructor will receive the final grade roll, specific instructions on how to submit grades, and the deadline by which grades are due for that semester.
16. **Approximately two weeks prior to the last class meeting**, Ms. Townsend will assemble and mail evaluation materials for student evaluations and instructor evaluations.
17. **Within seven (7) days of the last class meeting**, the contracting district or agency will forward to Francis Marion University the course evaluation forms completed by course participants and the instructor evaluation form completed by the contracting district or agency.

## GENERAL INFORMATION AND GUIDELINES FOR CONTRACTING DISTRICTS AND AGENCIES

### COURSE DESCRIPTION FROM UNIVERSITY CATALOG

#### **EDPD 525 Professional Development**

(Replaces EDUC 510 beginning Summer I, 2000 session)

Semester hours credit: 3, 2, or 1

Semesters/Sessions Offered: Fall, Spring, Late Spring, Summer I, and Summer II

Professional development in various strategies and techniques to enhance Grades K-12 classroom instruction for a variety of disciplines and content areas. Courses are scheduled at the request of local school districts, education agencies, or consortia, subject to the approval of the School of Education. Graduate institutional credit\* may be earned, but EDPD 525 credit cannot be applied toward the M.Ed. or M.A.T. degree programs at Francis Marion University. Undergraduate institutional credit\* may also be earned.

\*Institutional credit means that the hours earned and the grade points are included only in the semester totals, which reflect total hours and credits earned. Neither the grade points nor the hours earned are reflected in the cumulative totals, which reflect total hours and credits toward degrees.

**Beginning with Late Spring, 1999, Education Professional Development (EDPD) 525 courses may not count toward a graduate or undergraduate degree at Francis Marion University.**

### LEVELS OF CREDIT

Students enrolled in EDPD 525 professional development courses may earn one of the following three levels of credit:

**Graduate** – Students who elect to earn graduate credit must hold a Bachelor's degree. Students will receive a letter grade on the Francis Marion University Graduate grading scale, the corresponding number of quality points and the appropriate number of semester hours credit.

**Undergraduate** – Students who elect to earn undergraduate credit must hold a high school diploma or GED. Students will receive a letter grade on the Francis Marion University Undergraduate grading scale, the corresponding number of quality points, and the appropriate number of semester hours credit.

**Audit** – Students who elect to audit as graduate students must hold a Bachelor's degree and students who elect to audit as undergraduate students must hold a high school diploma or GED. Auditing students will be counted as part of the course enrollment and must adhere to all class policies, including attendance requirements. Students who audit professional development courses will not receive grades, quality points, or credit hours.

**CREDIT HOURS AND REQUIRED CONTACT HOURS**

The School of Education contracts with districts and agencies to offer the following:

<b><u>semester hours credit</u></b>	<b><u>level of credit</u></b>	<b><u>required contact hours</u></b>
1	graduate, undergraduate, audit	15
2	graduate, undergraduate, audit	30
3	graduate, undergraduate, audit	45

**CONTACT HOUR DEFINED**

A contact hour is defined as sixty (60) clock minutes of instructor-student teaching time. Any in-class or out-of-class time counted as a contact hour *must* be supervised by the instructor who is physically present on site (regular meeting location of the class or some other designated site) with the student to provide feedback, consultation, and mentoring. Outside of class time conducted without the physical presence of the instructor **cannot** be counted as a contact hour.

**INSTRUCTOR QUALIFICATIONS**

In accordance with Southern Association of Colleges and Schools (SACS) requirements, Francis Marion University can only award credit for courses taught by instructors who hold a Master's degree or the terminal degree in the content area of the course. However, with an appropriately specific letter of justification from the Dean of the School of Education, instructors holding a Master's degree in one content area (for example, a Master's degree in English Education) could teach a course in a different content area (for example, a technology course titled "Introduction to the Internet for Classroom Teachers"). **Under no circumstances will Francis Marion University award either graduate or undergraduate credit for an Education Professional Development (EDPD) 525 contract course taught by an instructor who does not hold a Master's degree or who does not have sufficient documented specific training in the course work area along with a Master's degree in another content area.** Francis Marion University assumes that the instructor listed on the "Contract Request Form" submitted by the contracting district or agency is the Instructor of Record who is physically present in the classroom and personally instructing the students. The process which new instructors should follow to become qualified as Francis Marion University instructors is outlined on page 19 of this document.

**MINIMUM AND MAXIMUM ENROLLMENT**

Minimum and maximum enrollments for each graduate education professional development course are established and stated in writing on the course contract. Both Francis Marion University and the contracting district or agency reserve the right to cancel any course which cannot meet the stated minimum enrollment by the second class meeting. Should course enrollments exceed the stated maximum number, a second section of the course may need to be requested. Contracting districts and agencies whose courses exceed the stated maximum enrollment should contact the School of Education at (843) 661-4649 to discuss appropriate options.

### **FEES FOR PROFESSIONAL DEVELOPMENT COURSES**

Please contact the School of Education at (843) 661-4649 regarding fees for Education Professional Development courses. Fees are based on the number of semester hours of credit for a class of twenty-five (25) students maximum enrollment who are South Carolina residents. In accordance with South Carolina laws regarding state residency for tuition purposes, a separate fee per student is charged for students who do not meet these state residency requirements and is invoiced separately to the contracting district or agency.

### **CLASS MEETINGS REQUIRED**

The scheduling of class meetings during any semester or session must adhere to the following in accordance with Southern Association of Colleges and Schools (SACS) AND School of Education requirements:

- 1 semester hour credit courses must meet a minimum of four days during a minimum period of one week to total 15 contact hours
- 2 semester hours credit courses must meet a minimum of eight days during a minimum period of two weeks to total 30 contact hours
- 3 semester hours credit courses must meet a minimum of twelve days during a minimum period of three weeks to total 45 contact hours.

### **SCHEDULING YOUR COURSES**

Education professional development courses may

- begin during any semester (Spring or Fall) or session (Late Spring, Summer I, or Summer II)
- continue through subsequent semesters (i.e., begin in Fall semester and end in Late Spring session)
- end during any semester (Spring or Fall) or session (Late Spring, Summer I, or Summer II) **prior to the grades due deadline for the ending semester or session.** Refer to "Specific Dates and Deadlines" section on page 15 for a listing of these dates.

The School of Education encourages contracting districts and/or agencies to plan professional development courses which allow knowledge gained during the class meetings to be applied in classroom situations over time and allow teachers to reflect professionally upon the results of that application.

### **ATTENDANCE**

The following statements represent School of Education policy regarding attendance in Education Professional Development (EDPD) 525 courses:

- No absences are allowed, except in the case of emergencies.
- If a student is absent more than 15% of the total number of class meetings, the course instructor has the right to withdraw the student from the course.
- Instructors may choose to allow students to make up class time to avoid being withdrawn from the course; however, this is solely the discretion of the course instructor. Class make up time must be scheduled with the instructor ahead of time, at his or her convenience, and must be supervised by the instructor.

**Each instructor must state in writing on his or her course syllabus the class attendance policy. Instructors should refer to the "Syllabus Requirements" section on pages 11-13.**



### **TARDINESS**

The following statements represent School of Education policy regarding tardiness in Education Professional Development (EDPD) 525 courses:

- Students are expected to be in class at the beginning of the stated class time.
- Excessive tardiness may result in a student's being dropped from a class by the instructor.

**Each instructor must state in writing on his or her course syllabus the tardiness policy. Instructors should refer to the "Syllabus Requirements" section on pages 11-13.**

### **MAXIMUM COURSE LOADS FOR STUDENTS**

Graduate students enrolled at Francis Marion University are limited in the total number of semester hours credit which can be taken during each semester or session. Limits for each semester or session are as follows:

Fall semester	12 semester hours
Spring semester	12 semester hours
Late Spring session	4 semester hours
Summer I session	7 semester hours
Summer II session	7 semester hours

### **GRADES**

Grades for Education Professional Development (EDPD) 525 courses are posted in accordance with the grade deadlines for each semester established in the regular academic calendar for Francis Marion University. Education Professional Development (EDPD) 525 courses which conclude during the middle of a given semester will not be issued "Final Grade Rolls" for submitting course grades until approximately two weeks prior to the established grade deadline for that semester.

### **GRADE REPORTS**

Effective with the Fall 2000 semester, grade reports were made available on line. Printed grade reports are only mailed to students who do not have access to the Internet/World Wide Web **and** who have completed a Grade Request Form in the Office of the Registrar in Stokes Administration Building Room 118. Near the end of the course, printed directions will be mailed to each instructor. Instructors who desire the directions in an electronic version for e-mailing their students may e-mail [ntownsend@fmarion.edu](mailto:ntownsend@fmarion.edu) with their request to receive the directions in Microsoft Word file format.

**Instructors are asked to provide a paragraph verbatim on their syllabi to inform students about grade reports. Instructors should refer to the "Syllabus Requirements" section on pages 11-13 for the statement to include.**

### **TRANSCRIPTS**

For a fee of \$5.00 per copy, Francis Marion University will provide student transcripts to the State Department of Education for re-certification purposes. To request this transcript, students should complete a "Transcript Request" form, enclose payment of \$5.00 per copy requested, and mail the form and payment to the address indicated on the form.

**IMPORTANT:** Education Professional Development (EDPD) 525 courses do not appear on a student's transcript until after grades have been posted for the semester during which the course ended. Students must SIGN the "Transcript Request" form and should be careful to check "SEND MY TRANSCRIPT: \_\_\_\_ After current grades are posted".

A blank "Transcript Request" form may be printed from the Francis Marion University web site located at <http://www.fmarion.edu/enrollment/article71248.htm>.

### **CHANGES IN CLASS MEETING DATES**

The School of Education should be notified about any changes in class meeting dates, especially if any of the last few class meeting dates change. Please call the School of Education at (843) 661-4649 to make any changes in class meeting dates.

### **COURSE CANCELLATION**

Should a requested course require cancellation for any reason, please notify the School of Education at (843) 661-4649 as soon as the cancellation decision is made before or immediately after the second class meeting.

### **COURSE AND INSTRUCTOR EVALUATIONS**

The School of Education evaluates Education Professional Development (EDPD) 525 courses and instructors using two methods--printed evaluation forms and site visits by Francis Marion University personnel. All courses will be evaluated using printed evaluations forms completed by students, a printed evaluation form completed by the school district and/or agency who hired the instructor, and a printed evaluation form completed by the School of Education regarding timeliness and correctness of required Francis Marion University paperwork. In addition, approximately 10% to 20% of the courses will be evaluated through site visits by Francis Marion University personnel using an observation checklist. Selection of instructors for site visits will utilize an anonymous, random selection process. **Failure to complete course and instructor evaluations in the prescribed manner may jeopardize future Education Professional Development (EDPD) 525 contracts with non-compliant districts, agencies, and/or course instructors.**

**Instructors are required to include verbatim the statement regarding course evaluations which appears in the "Syllabus Requirements" section on pages 11-13.**

## **GENERAL INFORMATION AND GUIDELINES FOR EDPD 525 COURSE INSTRUCTORS**

### **SYLLABUS REQUIREMENTS**

To assure consistency throughout all Education Professional Development (EDPD) 525 courses, the following items must be included on a course syllabus:

#### **1. Specific information about how students may contact instructor outside of class**

Example: home telephone, school telephone, e-mail address, home mailing address, etc.

#### **2. Date, time, and location of each class meeting**

Examples:

A) Weekly on Tuesdays, Sept. 8 - Dec. 15, 1998, 3:30 to 6:30 PM, Computer Lab, South Florence High School

B) Daily, Sept. 14 - 19, 1998, 8:00 AM until 4:00 PM, North Vista Computer Lab

C) Sept. 8, 10, 15, 17, 22, 24, 1998, 4:00 PM until 7:00 PM, FMU campus, Founder's Hall 250A

#### **3. Verbatim statement below giving attendance policy:**

- "No absences are allowed, except in the case of emergencies.
- If a student is absent more than 15% of the total number of class meetings, the course instructor has the right to withdraw the student from the course.
- Instructors may choose to allow students to make up class time to avoid being withdrawn from the course; however, this is solely the discretion of the course instructor. Class make up time must be scheduled with the instructor ahead of time, at his or her convenience, and must be supervised by the instructor."

#### **4. Verbatim statement below giving tardiness policy:**

- "Students are expected to be in class at the beginning of the stated class time.
- Excessive tardiness may result in a student's being dropped from a class by the instructor."

#### **5. Required textbooks or other required course materials**

#### **6. Course objectives or course content standards which explain what students will learn**

## SYLLABUS REQUIREMENTS (continued)

### 7. Precise description of major assignments and/or projects, including:

- a) assignments or activities to be completed
- b) general overview of exam or culminating major project

### 8. Precise and in-depth description of grading system for the course, including:

#### a) grade categories & their percentage of total course grade

- **“PARTICIPATION” SHOULD COUNT NO MORE THAN 10%. A DESCRIPTION OF HOW “PARTICIPATION” WILL BE ASSESSED SHOULD ALSO BE INCLUDED IF “PARTICIPATION” IS INCLUDED AS A GRADING COMPONENT.**
- **INSTRUCTORS SHOULD NOTE THAT ATTENDANCE CANNOT BE INCLUDED AS A COMPONENT FOR GRADING.**

#### b) clear indication of how a student’s grade average will be calculated

#### c) Verbatim statement below about the Francis Marion University Graduate grading scale:

"The following grades may be earned in accordance with Francis Marion University’s Graduate grading scale: A, B+, B, C+, C, F, W (Withdrawal) or IN (Incomplete)."

#### d) individual instructor’s range of numerical grades which will correspond to the Francis Marion University Graduate grading scale (94 to 100 = A, etc.)

### 9. Verbatim statement below regarding grade reports:

“Beginning with the Fall 2000 semester, Francis Marion University grade reports were made available on line. Near the end of the course, your instructor will provide you with a printed copy of the directions for accessing your grades on line or your instructor will e-mail the directions to you. If you do not have access to the Internet/World Wide Web, please visit the Francis Marion University Office of the Registrar on campus (Stokes Administration Building, Room 118) to sign a grade request form and a printed grade report will be mailed to you.”

## **SYLLABUS REQUIREMENTS (continued)**

### **10. Verbatim statement below giving information about course and instructor evaluations:**

“Every semester students are provided the opportunity to evaluate each course and its instructor so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality.

The evaluation is administered during class time with the instructor leaving the room while a designated student hands out and then collects the forms. This student also delivers the sealed envelope containing the completed forms to the district office or the contracting agency office for mailing to Francis Marion University. These evaluations are completely anonymous and faculty do not receive any feedback until grades have been turned in to the Registrar.

Upon noting that these procedures of evaluation have not been followed, a student may contact the Office of the Provost at (843) 661-1286 in order to confidentially inform the administration of such failure to follow procedures.”

### **SUBMISSION OF SYLLABI**

The course syllabus must be submitted to the School of Education at Francis Marion University **two weeks prior to the first class meeting**. Preferably, the course syllabus is submitted with the "EDPD 525 Course Request Form" submitted by the contracting district or agency requesting the course.

Syllabi may be submitted in print form or electronic form as Microsoft Word documents and e-mailed to [ntownsend@fmarion.edu](mailto:ntownsend@fmarion.edu) for review.

## **GENERAL INFORMATION FOR INSTRUCTORS REGARDING STUDENTS**

### **STUDENT WITHDRAWALS**

Students wishing to withdraw from a course must complete a “Student Withdrawal Form—Education Professional Development (EDPD) 525 Courses Only” and submit it to the course instructor for his or her signature. The instructor then forwards the withdrawal request to the address shown on the bottom of the form.

### **STUDENT NAME CHANGES**

Students who need to have their name changed in the Francis Marion University computer system must complete a “Change of Address/Name Form” **AND** submit the required documentation noted at the top of the form. The completed form and the required documentation should be mailed to: Office of the Registrar, Francis Marion University, P. O. Box 100547, Florence, SC 29501.

### **STUDENT ADDRESS CHANGES**

Students who need to have their address changed in the Francis Marion University computer system need only to complete the “Change of Address/Name Form”. The completed form should be mailed to: Office of the Registrar, Francis Marion University, P. O. Box 100547, Florence, SC 29501.

### **UNUSUAL SITUATIONS/CIRCUMSTANCES**

Instructors who encounter unusual situations for attendance, tardiness, or other student-related matters are strongly urged to confer with the Dean of the School of Education,

Dr. J. Ron Faulkenberry, ***prior to*** attempting a resolution of the situation with the student. Dr. Faulkenberry may be contacted by telephone at (843) 661-1468 or by e-mail at the following address:  
jfaulkenberry@fmarion.edu

Dr. Faulkenberry will review the circumstances of the situation with you, reflect on the proposed situation you outline, and offer feedback and important policy or procedural information which may affect this situation.

## CLASS SCHEDULING TIPS

- Identify the grades due deadline for the semester in which the course will end and plan class meetings by working backwards from that date.
- **Do NOT schedule the last class meeting on the date that grades are due.** Course instructors who require exams and/or major projects will not have time to grade these items and have final grades submitted to the Registrar's Office by the deadline.
- When scheduling class dates, be sure to consider school holidays and in-service dates for your district.
- Double check your class meeting dates and times to be sure that the required number of contact hours (15, 30, or 45) have been scheduled.
- Keep in mind that many teachers use Education Professional Development (EDPD) 525 courses for teacher certification renewal. Teaching credentials expire June 30 of each calendar year, so make sure teachers who need certification renewal credit are aware of course ending dates relative to their certificate expiration dates.

**SPECIFIC DATES AND DEADLINES  
2011-2012 ACADEMIC YEAR**

**Beginning date**

Education Professional Development (EDPD) 525 courses may begin on any date up through four weeks prior to the grades due deadline.

**FALL 2011 SEMESTER**

<b>August 22, 2011</b>	On-campus Fall classes begin at 4:30 PM
<b>September 12, 2011</b>	<b>LAST DAY EDPD REGISTRATIONS PROCESSED FOR COURSES BEGINNING IN FALL SEMESTER</b>
<b>December 6, 2011</b>	Last date for instructors to change "Incomplete" grade from Spring 2011, Summer I 2011, or Summer II 2011 semesters
<b>December 14, 2011</b>	<b>9:00 AM – ALL grades are due in the Office of the Registrar</b>

**SPRING 2012 SEMESTER**

<b>January 10, 2012</b>	On-campus Spring classes begin
<b>February 3, 2012</b>	<b>LAST DAY EDPD REGISTRATIONS PROCESSED FOR COURSES BEGINNING IN SPRING SEMESTER</b>
<b>April 24, 2012</b>	Last date for instructors to change "Incomplete" grade from Fall 2011 semester
<b>May 2, 2012</b>	<b>9:00 AM – ALL grades are due in the Office of the Registrar</b>

**LATE SPRING 2012 SESSION**

<b>May 8, 2012</b>	On-campus Late Spring classes begin
<b>May 11, 2012</b>	<b>LAST DAY EDPD REGISTRATIONS PROCESSED FOR COURSES BEGINNING IN LATE SPRING SESSION</b>
<b>May 28, 2012</b>	<b>9:00 AM – ALL grades are due in the Office of the Registrar</b>

**SUMMER I 2012 SESSION**

<b>May 30, 2012</b>	On-campus Summer I classes begin
<b>June 1, 2012</b>	<b>LAST DAY EDPD REGISTRATIONS PROCESSED FOR COURSES BEGINNING IN SUMMER I SESSION</b>
<b>July 4, 2012</b>	No classes meet on campus; Francis Marion University closed, including all offices
<b>July 5, 2012</b>	<b>9:00 AM – ALL grades are due in the Office of the Registrar</b>

**SUMMER II 2012 SESSION**

<b>July 9, 2012</b>	On-campus Summer II classes begin
<b>July 13, 2012</b>	<b>LAST DAY EDPD REGISTRATIONS PROCESSED FOR COURSES BEGINNING IN SUMMER II SESSION</b>
<b>August 13, 2012</b>	<b>9:00 AM – ALL grades are due in the Office of the Registrar</b>



**FRANCIS MARION UNIVERSITY**  
**EDPD 525 COURSE REQUEST FORM**

**COURSE TITLE:** EDPD 525 Professional Development: \_\_\_\_\_  
\_\_\_\_\_

**MEETING DATES:** If class times differ from those given below, please note on line under date.

Jan. \_\_\_\_\_  Feb. \_\_\_\_\_  March \_\_\_\_\_  April \_\_\_\_\_  
\_\_\_\_\_

May \_\_\_\_\_  June \_\_\_\_\_  July \_\_\_\_\_  Aug. \_\_\_\_\_  
\_\_\_\_\_

Sept. \_\_\_\_\_  Oct. \_\_\_\_\_  Nov. \_\_\_\_\_  Dec. \_\_\_\_\_  
\_\_\_\_\_

**MEETING TIME:** BEGIN: \_\_\_\_\_ UNTIL: \_\_\_\_\_ AM or PM

**LOCATION:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_  
 FMU Full Time  FMU Adjunct  Part Time  Other

**Soc. Sec. #:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_

**DISTRICT / AGENCY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_

**Request submitted by:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

---

**FOR UNIVERSITY USE ONLY---DO NOT WRITE BELOW**

**COST:** \_\_\_\_\_  FMU Pays Instructor  District Pays Instructor

**CREDIT:**  1 semester hour  2 semester hours  3 semester hours  
 Graduate  Undergraduate  Combination

**CONTACT HOURS:**  15  30  45

Minimum Enrollment: \_\_\_\_\_ Maximum Enrollment: \_\_\_\_\_

**Syllabus**  requested **Vita & Transcripts**  in progress **I-9 needed**  Yes  
 received: \_\_\_\_\_  complete  No

\_\_\_\_\_  
**Approved by School of Education**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

3/17/00

# SAMPLE

## FRANCIS MARION UNIVERSITY EDPD 525 CONTRACT COURSE REQUEST FORM

**COURSE TITLE:** EDPD 525 Professional Development: “Creating Staff Development Courses at FMU”

**MEETING DATES:** If class times differ from those given below, please note on line under date.

Jan. \_\_\_\_\_  Feb. \_\_\_\_\_ 18  March 1, 3, 8, 10  April 6, 8, 13, 15, 20  
\_\_\_\_\_ 15, 17, 22, 24, 29, 31 \_\_\_\_\_

May \_\_\_\_\_  June \_\_\_\_\_  July \_\_\_\_\_  Aug. \_\_\_\_\_

Sept. \_\_\_\_\_  Oct. \_\_\_\_\_  Nov. \_\_\_\_\_  Dec. \_\_\_\_\_

**MEETING TIME:** BEGIN: 4:00 PM UNTIL: 7:00 PM AM or PM

**LOCATION:** FMU Campus (Ms. Townsend will provide room number) **OR**  
Anywhere School, Any City, SC

**INSTRUCTOR:** Ms. Ima Instructor  
 FMU Full Time  FMU Adjunct  Part Time  Other

**Soc. Sec. #:** 123-45-6789

**Home Address:** 123 Any Street, Pee Dee City, SC 29501

**Phone:** (843) 661-2345

**DISTRICT / AGENCY:** Any Pee Dee area school district and/or educational agency

**CONTACT PERSON:** Mr. Or Ms. Staff Development Coordinator or Administrator

**Address:** 123 School Street

**Phone:** (843) 123-4567

**Request submitted by:** Ms. Staff Coordinator **Date Requested:** February 20, 1999

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### FOR UNIVERSITY USE ONLY---DO NOT WRITE BELOW

**COST:** \_\_\_\_\_  FMU Pays Instructor  District Pays Instructor

**CREDIT:**  1 semester hour  2 semester hours  3 semester hours  
 Graduate  Undergraduate  Combination

**CONTACT HOURS:**  15  30  45

Minimum Enrollment: \_\_\_\_\_ Maximum Enrollment: \_\_\_\_\_

**Syllabus**  requested **Vita & Transcripts**  in progress **I-9 needed**  Yes  
 received: \_\_\_\_\_  complete  No

\_\_\_\_\_  
**Approved by School of Education**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

3-19-99

**INSTRUCTOR QUALIFICATION PROCESS  
PROFESSIONAL DEVELOPMENT (EDPD 525) COURSES  
FRANCIS MARION UNIVERSITY**

To become qualified as a Francis Marion University instructor, please take the following steps:

1. Please mail your vita/resume to the name and address shown below. In addition to the usual information contained on a typical resume, please include the following items:
  - a) a list of any undergraduate, graduate, and post-graduate institutions you have attended and the degrees earned at each institution
  - b) specific details regarding any courses you have taken and the institutions awarding the credit, workshops you have attended or conducted, and personal knowledge or everyday working experiences involving the subject you will be teaching
2. Once I forward your vita/resume to our Office of Human Resources, you will receive a letter from their office officially requesting your transcripts. In order to satisfy Southern Association of Colleges and Schools (SACS) requirements, your Human Resources file must contain a current vita and all *official* transcripts from the colleges or universities from which you have received degrees. Transcripts must be sent directly from the degree granting institution to Francis Marion University.

Contact Ms. Nancy Townsend at 661-4649 or our Office of Human Resources at 661-1144 to obtain a “Transcript Request Form” to request *official* transcripts from the colleges and universities for each undergraduate and graduate degree you have earned. Be sure to enclose the proper fee required by each institution for this service with your request. Because this can take a few weeks, please begin requesting your transcripts even before you receive the official request from our Office of Human Resources.

Once all your transcripts have been received, your file will be reviewed and approved by the Dean of the School of Education. Because some institutions are slower than others in forwarding official transcripts, this entire process does not have to be complete prior to the beginning of the requested course, although that is our preference.

3. Once you have qualified and been approved as an Education Professional Development 525 instructor for Francis Marion University, your records will be kept on file for an extended period of time. However, you will need to up-date your vita/resume once every one or two years to add to the list of courses taken.

For additional information on Education Professional Development courses or the instructor qualification process, please contact:

Nancy C. Townsend  
Coordinator, Education Professional Development Courses  
School of Education, Francis Marion University  
Telephone: (843) 661-4649  
E-mail: [ntownsend@fmarion.edu](mailto:ntownsend@fmarion.edu)

## FRANCIS MARION UNIVERSITY GRADES AVAILABLE ONLINE THROUGH NEW FMU WEB SITE!

Good news! Beginning with the Fall 2000 semester, grades will be available on line. GRADES WILL NOT BE MAILED. If you do not have access to the Internet/World Wide Web, please visit the Office of the Registrar on campus (Stokes Administration Building, Room 118) to sign a grade request form.

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### ACCESSING YOUR FRANCIS MARION UNIVERSITY GRADES

1. Use a web browser to go to <http://www.fmarion.edu>
2. Look for the “Quick Links” drop down menu in the upper left corner of the home page underneath the FMU logo. Select “Swamp Fox for Students” from this drop down menu.
3. At the left-hand side of the next screen, look for “Swamp Fox” (blue sidebar on the left) and click on “Grades”.
4. A screen will appear prompting you for a “User Name” and “Password”.  
User Name: Your Social Security number typed WITHOUT hyphens.  
Example: 123456789  
Password: Your month (written as two digits) and day (written as two digits) of birth  
Example: 0105 = January 5  
1210 = December 10
5. The next screen which appears says “Review Grades” and instructs you to create a new 4 digit password: “As part of your first sign-on, you **MUST** create a new 4 digit Password. Please record this Password in a safe place. You will need this 4 digit Password for all future transactions.”

**IMPORTANT NOTE:** Because this is a 4 **DIGIT** password, **your new password MUST be numeric.**

Type your new 4 DIGIT password in the “Enter Password” box, then type the same password again in the “Enter Password Again” box to confirm.

**IMPORTANT NOTE:** Remember to record your new password in a safe place. It will be required for all future transactions. ***If you forget your password in the future, you MUST telephone the Office of the Registrar at (843) 661-1175.***

6. A screen will appear with two options: “Register” or “Review Grades”. Click on “Review Grades”.
7. Another screen will appear which lists the term during which your grade is issued. Click on the appropriate term.

**IMPORTANT NOTE:** Your EDPD 525 course may have begun during another term or semester, but that doesn’t matter. Click on the term during which your course ended and your grade will be issued.

8. Your grades should appear on the next screen. If you wish to print your grades, click on the “Print” icon at the top of your browser.

**GRADES ARE ACCESSIBLE FOR APPROXIMATELY FIVE (5) WEEKS  
AFTER THE END OF EACH SEMESTER.**

9. If you are using a computer which is also used by someone else (computer in a school computer lab, computer in a school media center, or a computer in your home used by more than one person), you must protect the confidentiality of your information by clearing the “History” file.

**To clear the History file in Netscape, follow these steps:**

- a. Click on the word “Edit” at the top of your browser, then click on “Preferences”.
- b. A screen will appear. Look on the right hand side for “Clear History” and click on it.
- c. A message will appear which says “This will clear the list of pages previously visited. Continue?” Click “OK”.
- d. Click “OK” again at the bottom of the screen.
- e. To make sure the History file has been cleared, press and hold down the Ctrl key and tap the H key once. If the History screen is blank, then the History file has been cleared. Click the “X” in the upper right corner to close the History file.

**To clear the History file in Internet Explorer, follow these steps:**

- a. Click on the word “View” at the top of your browser, then click on “Options”.
- b. A screen will appear. Click on the tab labeled “Navigation”.
- c. A screen will appear. Click on the button near the bottom which says “Clear History”.
- d. A message will appear which says “Delete all items from your history folder?” Click “Yes”.
- e. Click “OK” at the bottom of the screen.
- f. To make sure the History file has been cleared, press and hold down the Ctrl key and tap the H key once. If the History screen is blank, then the History file has been cleared. Click the “X” in the upper right corner to close the History file.

10. To exit, **CLOSE/EXIT** (do **not** minimize) your browser.

**If you experience problems accessing your grades, please telephone the Office of the Registrar at (843) 661-1175.**