



University Extended Education  
Education Programs  
657.278.5836/Fax 657.278.5445

### **Professional Development Opportunity**

California State University, Fullerton Extended Education has developed a partnership with ASCD to provide **900 level credit** (professional development credit) for the following online courses. **The cost per unit is \$100 plus the ASCD fee of \$99 per class.**

### **To Enroll**

Go to the ASCD website at <http://www.ascd.org/>, click on "Professional Development" and select "PD Online Courses." Select a password to begin the course. There is a \$99 fee per class. *(For technical questions on these classes, contact ASCD at 800.933.2723 Ext. 8300 Monday through Friday, 9 a.m. – 5:00 p.m. EST or e-mail at: WEBHelp@ascd.org)*

Then, for university credit, contact CSUF Extended Education at **657.278.2611** or refer to the [ASCD programs for educators](#) and register online. There is a \$100 fee per unit.

### **Earning University Credit**

Before the last class date of the semester, submit a "next steps" paper (1-2 pages) and a copy of the "Completion Certificate" from ASCD to complete your requirements for university credit to the instructor listed below. ***This paper should not be a summary of the course, but your thoughts on how you will implement what you have learned to improve your instructional program.***

### **Directions for Completion of the Next Steps Paper**

To earn university credit for this course, CSUF requires each student to complete and submit an acceptable "**next steps**" paper that meets the standard of an upper division level paper to the instructor of record. This project will serve as a plan for implementation for your classroom/school upon the completion of your online course.

Send (via regular mail; **no certified/registered mail accepted**) your Next Steps paper to:

Helen Kinsey (instructor of record)

2290 La Mer Court

Costa Mesa, CA 92627

You can also e-mail your paper to her at: [hykinsey@hotmail.com](mailto:hykinsey@hotmail.com)

***If you email your paper and would like notification that it has been received, please state so in your email. If you send your paper by email, please do not mail it as well.***

### **Papers must be received before the last class date of the semester.**

Information to include in your 1-2 page plan:

1. Name the new strategies, content knowledge and/or materials you will be implementing
2. Timeline for implementation
3. Your plan for the use of the new strategies and materials

4. The scope of implementation at your site (are you the first to use the program?)
5. Content areas that will be integrated into the new strategies
6. Description of students you will be working with, including special needs
7. Assessment you will use to determine effectiveness
8. Plans you have to share your experiences with others
9. Any concerns you have regarding implementation

Any questions regarding this project can be directed to: Amanda Matthews, 657.278.5836, [amatthews@fullerton.edu](mailto:amatthews@fullerton.edu), or contact the instructor.

### **Other Helpful Information**

#### **Grades**

Grades will be mailed approximately 4 weeks after the end of the semester.

#### **Official Transcripts**

Official transcripts are available approximately two to three weeks after grades are processed. **You can request an official transcript by mail. Please enclose \$4 for the first copy and \$2 for each additional copy requested with the same order.**

#### **To order a transcript by mail:**

Office of Admissions and Records (Attn: Cashier)  
CSUF, P.O. Box 6870, Fullerton, CA 92834-6870  
Phone: 657.278.7601

#### **Unofficial Transcripts**

Unofficial student transcripts are now available via TITAN online. This requires an Extended Education Personal Identification Number (PIN)\* which you will receive in your registration confirmation.

- Access the university Web site [www.fullerton.edu](http://www.fullerton.edu)
- Select TITAN Online from the list of LINKS
- Enter CSUF Student ID or SSN and PIN
- Select Student Academics
- Select Unofficial Transcript

\*Your PIN number will only be issued this one time so be sure to keep it in a safe place. To get a replacement PIN number, you must come to the Fullerton campus and request a new one. This procedure has been established for security purposes in accordance with the Federal Privacy Act.