

Master of Education in Curriculum & Instruction (MED)
Master of Science in Career and Technical Education (MSCTE)
Ferris State University
College of Education & Human Services
School of Education

EDUC/ECTE 595
Content/Instructional Workshops & Seminars Request Form

This course is designed to allow students to participate in courses, workshops, and seminars offered by universities, colleges, technical societies, professional organizations, or business and industry to improve their content/instructional skills in their subject-area major or minor. The student will be required to write a scholarly paper on the workshops/seminars attended (see attached guidelines).

- ∪ **Prior to enrollment in EDUC/ECTE 595, this request form must be completed by the student and signed by the student's advisor.**
- ∪ A minimum of 15 clock hours is required for each semester hour of credit. This does not include meals and social events unless there is a Keynote speaker.
- ∪ The completed and signed form should be returned to Bishop 421.

1. Activity Type:

- | | | |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Seminar | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Regularly Scheduled Course | <input type="checkbox"/> Conference | <input type="checkbox"/> Other: |

2. Title: _____

3. Activity Sponsor: _____

Date(s): _____ Time: _____ Place: _____

4. Activity Content (*you may attach an agenda or brochure*): _____

5. Current Student Contact Information:

Student Name (print) _____ SID# _____

Student Address _____

Telephone No. _____ E-mail(print) _____

6. Signatures:

Student Signature: _____ Date: _____

Graduate Program Coordinator Signature: _____ Date: _____

Number of credits seeking: _____ Semester/Year _____

Number of credits approved for activity _____ Semester/Year _____

Comments: _____

Please return completed application to:

**Ferris State University
School of Education
Graduate Program Coordinator
1349 Cramer Circle, BIS 421
Big Rapids, MI 49307**

Content/Instructional Workshops & Seminars Final Report Guidelines

1. Five typewritten pages
 - a. include a title page
2. Introduction:
 - a. specifics on dates, times, and location of the event
 - b. a detailed discussion on the importance and relevance of the event
 - c. specifics on why this event was selected
3. An Overview/Summary:
 - a. a discussion of major concepts/ideas
4. Applications/Use of Information:
 - a. a description of how you will use the information/material
5. An Evaluation:
 - a. evaluation of the content, presenters, and overall event
6. Appendix (optional):
 - a. relevant attachments or handouts
 - b. submit verification of attendance at workshop/seminar with paper