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. Credit cannot be granted if the hours are less that 15 hours per credit.
- The complete and signed form should be returned to the address at the end of the form along with an agenda for the workshop that indicates the times of the session.

Activity Type

Short Course	Seminar	Workshop
Regularly Scheduled Course	Conference	Other

Title:

Activity/Sponsor

Address

Date(s)	Time	Location
Number of Credits *(see Item 2)*	**Semester**	**Year**

Description of Activity Content *(You may attach an agenda or brochure)*

Student Contact Information

Student Name   **FSU ID**

Student Address

Phone Number

Email

Student Signature   **Date**

Program Coordinator Signature   **Date**

Number of credits approved   **Semester**

Comments:

<div align="center">

Guidelines for Receiving Credit

</div>

To receive credit, you need to submit a five-page following APA formatting including items:

1. Title
   - Name, Course, Title of Conference/Activity

2. Introduction
   - Specifics on dates, times, and location of event
   - Detailed discussion on the importance of relevance of the event
   - Specifics on why this event was selected

3. Overview/Summary
   - Discussion on major concepts/ideas

4. Applications/Use of Information
   - Description of the content, presenters, and overall event

5. Evaluation
   - Evaluation of content, presenters, and overall event
   - Submit verification of attendance at workshop/seminar with paper

11/11/24