

FERRIS STATE UNIVERSITY

COLLEGE OF ARTS, SCIENCES AND EDUCATION

EDUC/ECTE 595 CONTENT/INSTRUCTIONAL WORKSHOPS & SEMINARS REQUEST FORM

Department of Education

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.

Activity Type

Conference

Seminar

Short Course

Regularly Scheduled Course

Workshop

Other

Title of Activity

Activity Sponsor

Date

Time

Place

Activity Content (you may attach an agenda or brochure)

Your First Name

Your Last Name

SID#

Street Address Line 1

Street Address Line 2

City

State / Province

Country

Phone Number

Ferris Email Address

Your Signature

Date

Graduate Program Coordinator's Signature

Date

Number of Credits Seeking

Semester / Year

Number of Credits Approved

Semester / Year

Comments

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

Five typewritten pages

- include a title page

Introduction:

- specifics on dates, times, and location of the event
- a detailed discussion on the importance and relevance of the event
- specifics on why this event was selected

An Overview/Summary:

- a discussion of major concepts/ideas

Applications/Use of Information:

- a description of how you will use the information/material

An Evaluation:

- evaluation of the content, presenters, and overall event

6. Appendix (optional):

- relevant attachments or handouts
- submit verification of attendance at workshop/seminar with paper