Workshop Details

Before the Workshop

Loaner Kits
Loaner kits are no longer available. Instructors must call sites to verify that they can obtain manipulatives for the workshop.

First Day of Workshop

Attendance List
A participant is considered a "no show" if he or she misses both the first and second day. Admit people on the second day of the workshop.

On-Site Enrollments
• If your class does not have a waiting list:
  Enroll participants on-site up to 40. You may choose to go beyond 40 if you wish.
  On-site enrollees will need to complete an On-Site Enrollment Form and attach their payment. (See On-Site Enrollment Form)
  The course fee is determined by the date they enroll.

• If someone wants to sit in:
  Occasionally a site contact or administrator wants to drop in to see how things are going. This is fine with us. However, if someone wants to sit in for the whole week, then they need to be a registered participant.

Registration/Transcript Forms
All participants and workshop staff need to complete a Center Graduate College form. (See Workshop Course Numbers.)

Second Day of Workshop

Admittance Policy
Participants are allowed to miss the first day of the workshop and may register and/or enroll on the second day. They may not miss the first two days and enroll on the 3rd day. The admittance policy is the same for all 30-hour workshops. If a person misses the first two sessions, write "no show" by his/her name on the list.

Every Day

Daily Attendance
• Indicate absences on the class list with an “A”. Welcome absentees back each day and save any handouts or materials they missed.
• A participant may miss a maximum of two days (12 hours) and still receive credit. If a participant misses three days (18 hours), the instructor may make a discretionary decision as to whether the participant will receive an INCOMPLETE or will be allowed to make up the missed day by assigning a project. Projects can be mailed to the address below.

Center Projects
The Level II credit project instructions are outlined in the Center's acceptance letter. Each workshop staff member has received a copy. Take time during the week to examine the project(s) submitted. Check off the projects on the class list. Instructors may keep Level II projects for their own use at future inservices or workshops.
All Level III (or higher) credit projects must be mailed to the Center. Projects are not returned.

LMU Projects
Read Loyola Marymount University (LMU) handout for details. Do not send LMU projects to the Center.

Transcript Forms

Signature, Date, and Grade
Workshop instructors sign their name on the instructor line on the transcript and enter the final date of the workshop. Only one instructor’s signature is required on each form, though more than one instructor may sign the form. Trainees may not sign their names on the forms as they are not instructors.

The Center’s grading policy is stated in the Center Graduate College catalog. The only marks you may record on the form are: A, N/A, Audit, or I. If a Level II Project was missing, then the participant receives an INCOMPLETE.

Type of Credit  Grade
• 3 semester units  A
• 3 continuing education units  A
• 30 clock hours  A
• 3 semester units of LMU  N/A
• Audit forms  Audit
• Incomplete  I

Organizing the Forms
Keep the forms in alphabetical order. Separate the workshop staff forms from the participant forms. Give the pink and yellow copies to the participants. The pink copy is a transcript for district records. The yellow copy is for the participants. Return the white original copy to the Center.

Last Day of Workshop

Evaluation Forms
Participants and helpers need to complete the evaluation form. Either a pencil or pen may be used on the forms.

Mailing Packets to the Center
Attn: Workshop Department
Center for Innovation in Education
PO Box 2070
Saratoga, CA  95070-0070

Instructor Packet 04/02/2003