

Lane Education Service District Administrative Rule

Code: **IF-AR**
Adopted: 4/13/95
Revised/Radoted: 6/26/01
Orig. Code(s): IF-AR

Credit-Related Course Offerings

Some in-service opportunities available through Lane ESD are conducted over a period of days or weeks and require such extensive teacher time and study that the in-service activity could be considered to qualify for college or university credit.

Any course offered through the ESD which carries such credit shall meet the following criteria:

1. Approval to offer a course for credit will be granted by the appropriate director, contingent upon agreement by the college/university. Responsibility for negotiating with the college for the credit will reside with the director or an ESD employee designated by the director;
2. A completed Request for College Credit will be submitted to the appropriate division director;
3. The form will supply information relative to credit hours, course description, course objectives, evaluations, etc.;
4. Course credit will be granted through an accredited college or university. Class hours per credit will be based upon the course requirement standards of the accrediting institution;
5. Participants will bear all credit-related costs involved in the program other than use of ESD facilities and the time of ESD employees serving in their ESD assignment.

REQUEST FOR COLLEGE CREDIT

Course Title:

Instructor of Record:

Number of Credits:

Location:

Dates:

Times:

(For workshops with several sessions, list specific dates and times.)

Course Description:

(Include also course syllabus)

Pre-requisite:

Course Goals/Performance Objectives:

At the completion of the course, participants will be able to: (list)

Course Requirements:

(Based upon standards of accrediting institution.)

Number of hours in class:

Required reading (indicate before, during or after course dates):

Approximate number of hours of reading:

Written assignment(s) (indicate during or after course dates):

Approximate number of hours to complete: _____

Text: _____

Project: _____

Approximate number of hours to complete: _____

Other:

Grade Option: P/NP Graded Optional (either)

Student Evaluation:

Describe how grade will be determined. Indicate weight of each component of grade.

Course Evaluation:

Describe how course will be evaluated.