

GRADUATE SEMESTER CREDIT FOR PROFESSIONAL DEVELOPMENT

American/International schools can offer the option of Buffalo State, SUNY graduate semester credit for professional development offered at your schools. The cost of the credit is \$85.00 per graduate semester credit hour. If you are interested in offering credit, please submit a syllabus using the following format of information to Carolyn Brunner at brunnece@buffalostate.edu :

- I. Title of the professional development/workshop
- II. Number of proposed graduate semester credits (one credit per 15 hours of instruction)
- III. Dates and hours of instruction
- IV. Brief description (one paragraph)/ purpose of the workshop
- V. Objectives
- VI. Brief outline of instruction
- VII. Required readings
- VIII. Evaluation procedures to be used –If you are using a rubric, please include it in this section

Our office must submit the information for approval for credit to the Graduate School at least two weeks prior to the workshop. We change the titles of our professional development/workshop courses each semester, so the exact dates of instruction are very important. If the last session of the course ends by December 1st, it will be a fall semester course (mid August –December). If the last session is May 1st, it will be a spring semester course (January—mid May). If you have any courses scheduled to end later than May 1st, it will be summer semester course (mid May—mid August).

Once a workshop is approved for credit, we will send you a registration form to use for the professional development/workshop credit. The credits for professional development are regular graduate semester credits. Every professional development course has the same course prefix and number, **EDU 594**. That prefix and number indicate that the credit was earned through participation in a professional development workshop. The registration form will include a generic credit course title that was approved for that semester such as “EDU 594 Effective Strategies for Educators of American/International Schools”. Different titles are used for one, two or three-credit offerings and titles are different each semester so please do not use any old registration forms.

Grades and credits for this course will be recorded at the end of a semester. Transcripts listing all of coursework and grades up to and including the semester in which the workshop was offered will be available approximately 4 weeks after the end of the semester. Due to the difficulties and inconsistencies of overseas mailing, grade reports will not be sent to students. Grades cannot be obtained from this office due to confidentiality policies but are listed on student transcripts. Transcript request forms are available at: <http://www.buffalostate.edu/offices/registrar/transcript.htm>

Individuals interested in receiving graduate credit will need to submit a completed registration form, payment for the credit, and an unofficial copy of a diploma or transcript verifying the receipt of their undergraduate degree if they do not have one on file in our office. Host schools should collect these items and submit **by the deadline indicated on the registration form** to:

International Graduate Programs for Educators—430 C South Wing
Buffalo State, SUNY
1300 Elmwood Avenue
Buffalo, NY 14222

The requirements for the graduate credit are as follows:

- Attend all of the sessions of the workshop.
- Participate in the workshop activities and complete assignments as directed by the workshop instructor.

We also offer the option of graduate credit for the annual conferences offered by the Regional Education Associations (NESA, AISA, EARCOS, Tri Association, AASSA, CEESA, and MAIS). The course prefix and number for all regional conferences is **EDU 596**. Students enrolled in our Master’s degree program can include a maximum of 6 credit hours of Workshop (EDU 594) and/or Conference (EDU 596) courses in their program.

For more information on our Master’s degree program for overseas educators or professional development for credit, please contact: Carolyn Brunner at brunnece@buffalostate.edu