



University of the Pacific, Center for Professional
and Continuing Education
Professional Development Courses For Teachers
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UNIVERSITY CREDIT FOR TEACHERS PARTICIPATING IN EARTH EXPLORE ADVENTURES

2010-2011 General Guidelines for Teachers – A Simple Process

1. Get to know the policies of your school district regarding university credit for your participation in an educational program. Some districts require prior approval for graduate professional growth, and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement. There are no refunds.

Important: You may not apply for credit for your participation if you have already received unit credit for your participation via your school district or another university.

2. Send in the following, within three months after the Earth Explore Adventure :

a) A completed "Verification of Attendance and Participation" form (attached) signed by Earth Explore authorized staff. This gives you credit for your participation on the Earth Explore program. The form must specify the number of hours you participated in educational activities with Earth Explore Adventures. For every 15 hours of professional work, you may earn three semester units of credit.

b) Reflection page – Written reflection page (attached) discussing your educational travel experience, and how you will apply that experience to your work in the classroom.

c) Payment of \$93 per unit (up to 5 units possible) – payable by personal check, Visa or MasterCard. If paying by check, a separate check must accompany each registration.

General Information regarding unit credit with the University of the Pacific

The University of the Pacific is one of the oldest institutions of higher learning in the state of California. The Center for Professional and Continuing Education offers the opportunity to teachers to earn Graduate Professional Development. These semester units are designed for Graduate professional growth, not for pursuing an advanced degree. They may be applied towards the 150 hours of professional growth requirement to renew your Clear Credential.

All our courses are in accordance with guidelines set forth by CA WASC (Western Association of Schools and Colleges). Our courses have been accepted in school districts across the United States. However, school districts vary in requirements for prior approval. **Participants are advised to verify with their school district or state licensing bureau acceptance of such credit prior to registration for unit credit. There are no refunds.**

Grades

After you have sent in your signed verification form, reflection page, registration form and payment, your grade will be mailed to you, from our office, on University letterhead, in about one week. You will also receive a computerized grade from the Registrar in about four to six weeks. For most school districts, the grade from our office will suffice for immediate professional growth and salary increment credit. Some school districts may request the grade from the Registrar, and some may request that that grade report be unopened. There are also some school districts that require a formal, embossed, sealed transcript. It may take as long as 8 weeks to receive a formal transcript from the Registrar. **It is best to check with your school district, prior to doing coursework, as to whether or not they require the grade report or the embossed, sealed report. With this knowledge you can plan ahead to complete your coursework and receive your grade when needed.**

It is your responsibility to know your own district's policies regarding dates you must submit grade reports for salary advancement and regarding their policy in accepting grade reports vs. formal transcripts. Please contact your personnel department for information.

Need a formal, embossed, sealed transcript?

Should you need a formal, embossed, sealed transcript, please allow about six to eight weeks from the time you finish the course. Usually a form to request a transcript will be mailed to you in the same envelope as your computerized grade from the Registrar. Should you need a new form -- Requests should be sent to the transcript department only after you receive your official grade report. Requests should be in writing (or on the form supplied with the mailing of your official grade report).

Request should include:

1. Name, address, phone number
2. Social security number
3. A personal check of \$5 per copy, payable to University of the Pacific.
4. A copy of any recent grade reports showing most recent course titles and numbers
5. Address to which you wish the transcripts mailed, if different from above.

Please mail your request for an official transcript to:

Office of the Registrar, University of the Pacific, 3601 Pacific Ave. Stockton, CA 95211.

Again, please allow the necessary time to process transcripts. In the event you have not received an official transcript in the time frame specified above, please contact the Office of the Registrar at 209-946-2135.

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**Verification of Attendance and Participation with Earth Explore Adventures –
For University Credit**

THIS FORM MUST BE COMPLETED AND TURNED IN WITH YOUR REGISTRATION.

NOTE: INSTEAD OF OBTAINING A SIGNATURE DIRECTLY ON THIS FORM, YOU MAY ATTACH A SIGNED LETTER OF VERIFICATION OF ATTENDANCE/PARTICIPATION FROM KARL VAN AMBURG OR MICHON SARDELLA, DIRECTORS OF EARTH EXPLORE ADVENTURES.

To Be Filled Out By Participating Teacher:

Teacher Name _____

Home Address _____

Home phone number _____

Home Email Address _____

School _____

District _____

Grade Level/Subject Area Taught _____

To Be Filled Out By Director of Earth Explore Adventures:

Name of Trip: Check one:

Alaska

Italy

Costa Rica

Tetons/Yellowstone

Big Island Hawaii

Yosemite

Date(s) of Trip: _____

Total hours of credit for attendance and participation _____

Verification by EE authorized staff Karl Van Amburg or Michon Sardella

Signature _____ Date: _____

Reflection

This must be turned in with your letter of verification in order to earn unit credit for your participation in Earth Explore Adventures.

Please write one or two paragraphs reflecting upon the educational experience with Earth Explore Adventures. How will you apply what you experienced and learned to enhance your teaching in the classroom?