

Andrews University

Summer 2008 Course Information Packet

Read this prior to starting course and keep for the entire term.

Note: Information in this packet supersedes equivalent information in the course study guide.

Important Dates

Completed coursework due	June 15, 2009
Grades and transcripts available	6 weeks after receipt of coursework
Course cancellation deadline	July 11, 2008

IMPORTANT CONTACT INFORMATION

Contact **Canter** regarding:

- Proof of payment
- Course materials
- Course content
- Withdrawals and course transfers (prior to cancellation deadline only)

Phone: 800-669-9011

Fax: 310-301-7512

Email: gradcourse.student@laureate-inc.com

Contact **Andrews University** regarding:

- Coursework submission
- Grades and transcripts
- Course reevaluation
- Transfer of terms
- Style guidelines

Office of Distance Learning

Phone: 800-471-6210

Fax: 269-471-3362

Email: odl@andrews.edu

Web: www.andrews.edu/sed/

IMPORTANT ADDRESSES

Send completed coursework to:

Office of Distance Learning
School of Education
Andrews University
Bell Hall, Rm. 116
Campus Drive
Berrien Springs, MI 49104-0103

Send requests for coursework reevaluation to:

Office of Distance Learning
School of Education
Andrews University
Berrien Springs, MI 49104-0103

Send transcript requests to:

Office of Distance Learning
School of Education
Andrews University
Berrien Springs, MI 49104-0103

Transcript requests can be included with coursework submissions.

**(For cancellations only)
Return unused books to:**

Canter
c/o DART Warehouse
1835 Ferry Road, Suite 100
Naperville, IL 60563

COURSE STANDARDS CHECKLIST

BEFORE YOU BEGIN THIS COURSE

Please complete this Course Standards Checklist. Submit the completed and signed checklist with your completed coursework.

I have read the Course Information Packet. I understand the course completion deadline, when grades are available, and the instructions for requesting a transcript.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand it is my responsibility to turn in my coursework in time to meet my deadlines.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that because requirements vary, it is my responsibility to check with my state/district to ensure this course fulfills my particular licensure/certificate renewal, salary advancement, or other requirements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand this is a graduate course, requiring a bachelor's degree, and coursework is expected to reflect graduate-level quality in presentation, content, grammar, and spelling.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand the Course Load Policy.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that upon timely and successful completion of this course, my transcript will reflect 3.34 semester hours of graduate credit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand handwritten coursework must be original and legible, in blue or black ink. Pencil or photocopies will not be accepted. I understand I may type or computer-generate responses per instructions in the Course Study Guide.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that my Final Assignment or Reflection Paper must be computer-generated and double-spaced.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that my Reflection Paper/Final Assignment must be a minimum of four pages in length and that I must follow the style guidelines on page 5 of this packet.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand responses to Application Assignments, Summaries and Final Assignment or Reflection Paper must be entirely my own and are not to be determined by consensus. I understand responses to Discussion or Study Team Activities are collaborative, but responses that are identical or very similar to those of my study partner/team will be challenged by the university.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand I am responsible for keeping a copy of my coursework and neither Canter nor the university is responsible for lost or missing coursework.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand in order for my coursework to be evaluated, I must submit the completed and signed Course Cover Sheet and this completed and signed Course Standards Checklist with my coursework.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered "no" to any of these statements, please call Andrews University for further information at 800-471-6210.

First Name

Last Name

Signature

Date

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Course Information Packet

Course Completion Deadline

Coursework must be sent to Andrews University postmarked on or before **June 15, 2009**.

No extensions are granted except for serious illness, in which case Andrews requires written documentation from a physician.

If you do not qualify for an extension but are unable to complete your coursework by the deadline, you may request a one-time transfer into the current term for a \$100 transfer fee per course. The request must be made prior to the coursework completion deadline. **Call the Office of Distance Learning for more information if you need a transfer.** See page 1 for contact information.

Loan deferments are only available upon receipt of completed coursework.

Submitting Completed Coursework

See page 5 in this packet for coursework preparation guidelines.

Please note that coursework turned in by students who are on financial hold will not be evaluated.

Requesting Return of Graded Coursework

To have your graded coursework returned to you, follow these instructions:

- Enclose a self-addressed, stamped, 10" x 13" envelope with your submitted coursework.
- Stamp the envelope with sufficient first-class postage; please do not use a postage meter.
- If you are taking more than one course, send one self-addressed, stamped envelope for each set of completed coursework.

All coursework not accompanied with a request for return will be destroyed after grading.

Course Load Policy

You may enroll in a maximum of three courses per term.

Enrolling in a fourth course requires approval from the School of Education's Office of Distance Learning director. No more than four courses may be submitted for evaluation and transcription in any given Andrews University semester.

Grading Scale

The following grading scale is for these courses only: Assertive Discipline and Beyond, How to Get Parents on Your Side, Succeeding With Difficult Students, and Teaching Students to Get Along.

837-900	A	693-719	C+
810-836	A-	657-692	C
783-809	B+	630-656	C-
747-782	B	Below 630	F
720-746	B-		

For all other courses, please refer to the grading scale in your study guide.

DVD Media

Please keep the DVD media along with the reading materials.

Grades and Transcripts

The Office of Distance Learning will mail a postcard to you confirming receipt of your completed coursework and an estimated time of issuance of grades.

Grades are recorded by the registrar and are available approximately six weeks after receipt of completed coursework. Student transcripts are available after grades are recorded. **Please note that the transcripts will reflect the semester in which the grades are recorded.**

Approximate semester dates:

Spring: January 16–May 15

Summer: May 16–August 14

Fall: August 15–January 15

To order an official transcript, please complete the attached Transcript Request form and Transcript Request Information Sheet and mail them with your completed coursework to Andrews University. There is a \$10 fee for each transcript requested. Make checks payable to Andrews University.

Graduate Course Survey

Your opinion is important to us. Please take a moment to complete the online Graduate Course Survey at www.canter.net/survey. It is voluntary and can be anonymous. Please disregard the Course Questionnaire in your Study Guide.

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Reevaluation Provision

If your submitted coursework is incomplete or does not satisfactorily fulfill stated criteria, you may make corrections or additions. Permission to do so must be granted by the director of the distance learning office, and then you may resubmit the original assignments, including changes, and a \$50 reevaluation fee*. The change of grade will be posted within six weeks of receipt of your material in the Office of Distance Learning. Please send payment and coursework to Andrews University. See page 1 for address information.

*This does not include a new transcript.

Individual Work

Many of the assignments in the Course Study Guide require that you work with your study team. Collaboration with fellow teachers is an important part of this course. Therefore, similar responses for Discussion and Study Team Activities will be accepted; however, **ideas must be expressed in your own words. You may not share answers.** In the Application Assignments, Summaries and Final Assignment or Reflection Paper, we are not looking for answers that have been determined by consensus; we are looking for your personal thoughts, reactions and conclusions. Each student is responsible for the academic integrity (content) of his/her own coursework. **Identical or very similar responses obtained with or without your permission will be challenged by the university;** all parties involved will be subject to a failing grade.

Cancellation Policy

July 11, 2008 is the last day to cancel from a course and still receive a tuition refund, less a \$35 processing fee. Complete and submit the Request for Status Change form included in this

information package. To receive a tuition refund, you must withdraw by the cancellation deadline of the term in which you originally enrolled. No refunds will be issued for late requests. You are responsible for returning materials to Canter. See page 1 for address information.

COURSE TITLE	NUMBER	COURSE TITLE	NUMBER
Assertive Discipline® and Beyond	EDCI 689-001	Integrating the Internet Into the K-12 Curriculum	EDCI 689-025
Assessment to Improve Student Learning	EDCI 689-014	Introduction to Teacher Leadership	EDCI 689-029
Building Your Repertoire of Teaching Strategies	EDCI 689-009	Learning Differences: Effective Teaching with Learning Styles and Multiple Intelligences®	EDCI 689-010
Classroom Management to Promote Student Learning	EDCI 689-026	Math: Teaching for Understanding	EDCI 689-018
Designing Curriculum and Instruction With the Learner in Mind	EDCI 689-023	Motivating Today's Learner®	EDCI 689-007
Foundations of Reading and Literacy	EDCI 689-020	Strategies for Literacy Instruction—Comprehension	EDCI 689-022
Helping Struggling Readers With Content Area Learning	EDCI 689-028	Strategies for Literacy Instruction—Phonics, Vocabulary, and Fluency	EDCI 689-021
Helping Students Become Self-Directed Learners®	EDCI 689-011	Succeeding With Difficult Students®	EDCI 689-003
How to Get Parents on Your Side®	EDCI 689-002	Supporting the Struggling Reader®	EDCI 689-019
Improving Reading in the Content Areas	EDCI 689-017	Teaching Reading in the Elementary Grades	EDCI 689-015
Including Students With Special Needs: Curriculum, Instruction, and Assessment	EDCI 689-027	Teaching Students to Get Along®	EDCI 689-005
		The High-Performing Teacher®	EDCI 689-004

ANDREWS UNIVERSITY

How to Prepare Completed Coursework

Style Guidelines

- The Final Assignment or Reflection Paper must be a minimum of four pages in length and must be typed or computer-generated; handwritten responses are not acceptable. **(This overrides information in your study guide.)**
- Use 1-inch margins.
- Use double-spacing.
- Font: Times New Roman (or equivalent style); 12 pt. size
- Use an organizational heading for each section, corresponding to the Final Assignment Scoring Guide/Reflection Paper Evaluation Criteria included in either your Study Guide or Information Packet. **Please follow the outline, including section headings and subheadings. For example: Part I, Strategy One, etc.**
- Bold and underline features may be used only in headings.
- Place page numbers at the bottom center of every page of the Reflection Paper.
- "Spell check" and visually proofread the paper.
- If you are typing or using the computer to complete the section responses, use these same style guidelines.

Submitting your Coursework

- Be sure to include your Completed Course Assignments Cover Sheet and signed Course Standards Checklist from this packet. All of your materials must be secured in a flexible vinyl or paper three-hole-punch folder/binder. Each course must be secured in a separate folder/binder.
- DO NOT use individual plastic sheets for pages.
- Each course must be in a separate binder.
- Check your work to verify that it is complete and in order.
- We strongly recommend that you make a copy of your completed coursework to keep for yourself. The university is not responsible for lost or missing coursework. Send the original and keep the copy.
- If you are ordering transcripts, you can attach the proper forms to your coursework. Every course you have taken through Andrews University will show on the same transcript.

If you have questions about acceptable format, please call the Office of Distance Learning at 800-471-6210, option 1.

Course Number and Title

COMPLETED COURSE ASSIGNMENTS COVER SHEET

Use this sheet (or copy) as a cover for your completed Course Study Guide assignments and Final Assignment or Reflection Paper.

I certify that my responses to the course study guide activities follow the University's instructions found in the course study guide and in this course information packet. I collaborated with a study partner or study team to arrive at my responses for the discussion and study team activities, and I understand that our answers may be **similar but not identical**. Moreover, I attest that the responses to the application assignments, summaries, and final assignment or reflection paper are **my own personal thoughts, reactions, and conclusions expressed in my own, and not another's, writing**.

I understand that identical (or very similar) responses will be challenged by the university and will be subject to a failing grade.

Student's Signature

Last Name

First Name

Middle Initial

Position

Grade Level

Social Security Number

Home Address

City

State

ZIP

()
Home Phone

()
Work Phone

Home Phone

Work Phone

An email address where you can receive confidential communications.

List study partners' names (please print):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Andrews University

REQUEST FOR STATUS CHANGE

Date: _____

Name: _____
(First, no nicknames) (Middle Initial) (Last) Social Security #

Home Phone: _____ Work Phone: _____ Date of Birth: _____

Check and complete all information for the appropriate section:

Name Change

Former Name: _____
(First, no nicknames) (Middle Initial) (Last Name)

New Name: _____
(First, no nicknames) (Middle Initial) (Last Name)

Address Change

Old Address: _____
Street City State ZIP

New Address: _____
Street City State ZIP

Course Cancellation (Please complete all information) Single course Multiple courses

Course: _____

Course: _____

Course: _____

Term: ___ Spring ___ Summer ___ Fall Year _____

Reason for Cancellation: _____

Signature: _____

For Office Use Only:

Prepared By: _____ Date: _____ Completed By: _____ Date: _____

Season/Year: _____

Course #: _____ Invoice #: _____ Date BC Charged: _____

Customer #: _____ Division #: 4 Cashiering #: _____ Date: _____

Less CXL Fee: _____ Credit Amount: _____

Credit Card #: _____ Exp: _____

or

Make Check Payable To: _____

Submit this request via: **Email** gradcourse.student@laureate-inc.com or **Mail** Distance Learning Courses
(include all data, as above) P.O. Box 92045
Los Angeles, CA 90009

Andrews University

School of Education

Transcript Request Information Sheet

Please include this sheet with your Transcript Request for faster service.

Step 1

Fill in the *Transcript Request* form including the following:

- Your name and address
- The address of where you want it sent (if different from your own)
- Your Social Security number
- Your signature (required)
- Include payment. Make check payable to Andrews University.
- Indicate the number of transcripts to be sent to each address.

Step 2

Check appropriate box:

- Process Transcript Now.** I have received a grade for the course(s) for which I am requesting a transcript.
- Wait to Process Transcript.** I have not received a grade for the course(s) for which I am requesting a transcript. Mail transcript after grades have been posted.

Step 3

Check the class(es) you have taken and want included on your transcript in the box to the right.

Step 4

Fill out the transcript fee information below.

Transcript Fee Information	
Fee: \$10 per copy x _____ = _____ (# of copies needed). Note: Transcripts reflect all courses posted up to the date the transcript is processed.	
Rush: Add \$20 = _____ Note: Rush transcripts are processed within 24 hours after the grades have been posted.	
Shipping and Handling:	
USPS overnight (\$20) = _____	
Priority 2–3 day (\$10) = _____	
Regular U.S. Mail = FREE	
Total for Request: = _____	
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	
Number: _____	
Expiration Date: _____	
Check Payable To: Andrews University	

Course Titles, EDCI 689:

- Assertive Discipline and Beyond, 001
- How to Get Parents on Your Side, 002
- Succeeding With Difficult Students, 003
- The High-Performing Teacher, 004
- Teaching Students to Get Along, 005
- Motivating Today's Learner, 007
- Building Your Repertoire of Teaching Strategies, 009
- Learning Differences, 010
- Helping Students Become Self-Directed Learners, 011
- Assessment to Improve Student Learning, 014
- Teaching Reading in the Elementary Grades, 015
- Improving Reading in the Content Areas, 017
- Math: Teaching for Understanding, 018
- Supporting the Struggling Reader, 019
- Foundations of Reading and Literacy, 020
- Strategies for Literacy Instruction—Phonics, Vocabulary, and Fluency, 021
- Strategies for Literacy Instruction—Comprehension, 022
- Designing Curriculum and Instruction With the Learner in Mind, 023
- Integrating the Internet Into the K–12 Curriculum, 025
- Classroom Management to Promote Student Learning, 026
- Including Students With Special Needs: Curriculum, Instruction, and Assessment, 027
- Helping Struggling Readers With Content Area Learning, 028
- Introduction to Teacher Leadership, 029
- Other:

Step 5

Submit this sheet with your Transcript Request form to:

Distance Learning
School of Education
Andrews University
Berrien Springs, MI 49104-0103

Andrews University

Distance Learning • School of Education
Berrien Springs, Michigan 49104-0103
800-471-6210, option 1

Date _____

TRANSCRIPT REQUEST

PLEASE PRINT YOUR NAME AND MAILING ADDRESS BELOW
for use in a window envelope.

First Middle Maiden Last

Street Address

City State ZIP

____ Number of copies

Fax unofficial transcript to: _____

Attn: _____

Official Copy

Send ____ transcript(s) to address above and ____ transcript(s)
to address below.

Special instructions: _____

Mail to address below. (If different from above)
Please print.

There is a minimum preparation period of
five working days on transcript requests.

There is a \$10 fee per transcript request
which may be paid by credit card or check
made payable to Andrews University.

**Special 24-hour service fee of \$20 does not
include any express delivery service.**

Send requests for transcripts to the above
address or fax to 269-471-3362.

Signature of Student

Phone Number

____ X X X . X X . ____
Social Security Number (Last four digits)

Office Use Only

Date transcript mailed: _____

Transcript fee due:

Previous balance - Dr/Cr\$ _____

This request - \$ _____

Current balance - Dr/Cr\$ _____

Paid \$ _____

Please submit Transcript Request Information Sheet with this form to:
Distance Learning, School of Education
Andrews University
Berrien Springs, MI 49104-0103.