Originating Course Information

Offering of Education: Teaching & Learning 6892: Special Topics in Education
Fiscal Unit/Academic Org School of Teaching & Learning - D1275
Requirement/Elective Designation Not A General Education course

General Information

Type of Request Flexibly Scheduled, Off Campus
Term of Offering Spring 2013 - Regular Academic Term
Level/Career Graduate
Rationale for proposing this offering To give eligible Master Teacher candidates an overview of the process to become a Ohio Master Teacher.
Description for this offering Demonstrate an understanding of the Ohio Master Teacher designation, including major concepts and requirements involved in the process.

Attachments

• Master Teacher Syllabus SP 2013.doc: Ohio Master Teacher
  (Syllabus. Owner: Gattshall, Sharon Elouise)
• One Time Supp Wkshp Form SP 13 Marysville.doc: Marysville
  (One Time Form Supplement. Owner: Gattshall, Sharon Elouise)

Comments

• Submitter neglected to hit submit button, so this was just found in the system. - Jess (by Mercerhill, Jessica Leigh on 11/05/2012 11:32 AM)

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Mercerhill, Jessica Leigh</td>
<td>11/05/2012 11:31 AM</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Mercerhill, Jessica Leigh</td>
<td>11/05/2012 11:32 AM</td>
<td>Unit Approval</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Achterberg, Cheryl L Blount, Jackie Marie Odum, Sarah A. Zircher, Andrew Paul</td>
<td>11/05/2012 11:32 AM</td>
<td>College Approval</td>
</tr>
</tbody>
</table>
A. **One-time Request Information** (This section is required for all one-time offering requests)

1. Requested Room Capacity (if university pool classroom is being requested) ______ 25 ______
2. Enrollment Capacity - 20
3. Waitlist Capacity - 0
4. Final Exam:  
   - [ ] Yes  - [x] No  
   - [ ] Last Class (Note: per faculty rules, this option is *NOT* available for the Undergraduate career)  
      a. Exam Seat Spacing N/A
5. Special Instructions or Additional Information

6. Class Search Title (18 character limit)  Master Teacher Designation Workshop

7. Display in Class Search:  
   - [ ] Yes  - [x] No

8. Credit Hours - 3 Graduate Hours

9. Course Components (check all that apply):

   - [ ] Clinical  [ ] Field Experience  [x ] Independent Study
   - [ ] Laboratory  [ ] Lecture  [ ] Recitation

10. Graded Component (check one):

    - [ ] Clinical  [ ] Field Experience  [x ] Independent Study
    - [ ] Laboratory  [ ] Lecture  [ ] Recitation

11. Campus of Offering (check all that apply):

    - [ ] Columbus  [x ] Marion  [ ] Newark
    - [ ] Lima  [ ] Mansfield  [ ] Wooster (ATI)
12. Prerequisites and Exclusions: Bachelors Degree and Currently Teaching

13. Permission to Enroll in this course: [✓] No Consent needed  [☐] Department Consent  [☐] Instructor Consent

14. General Education Details (if applicable): Attach GE model curriculum compliance statement and GE course assessment plan.

B. Group Studies Request Information (This section is required for group studies requests only)

1. Previous quarters of offering and enrollment (Regular course numbers should be sought for group studies courses taught three times with success).

2. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (list units here and attach letters indicating concurrence or objection from academic units that might have jurisdictional interests).

3. Attach the course syllabus that includes the topical outline of the course, student learning outcomes and/or course objectives and methods of evaluation.

C. Flexibly Scheduled/Off Campus/Workshop Request Information (This section is required for flexibly scheduled / off-campus / workshop requests only)

1. Start Date and End Date: January 22, 2013 through March 5, 2013

2. Previous quarter(s) of offering and enrollment: WI 12, AU 11, SU 11, WI 11, AU 10, SU 10 (80 Students have enrolled)

3. Expected enrollment for proposed quarter of offering: 20

4. Attach the course syllabus that includes the topic outline of the course, student learning outcomes and/or course objectives, methods of evaluation and off-campus field experience.

5. Off-Campus Site: Marysville

6. Will course be taught in distance learning format: [☐] Yes  [✓] No
7. Complete the following for courses offered for less than term length or for Workshops:

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<tr>
<th>Level and Credit Hours:</th>
<th>Present Offering</th>
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<td>Exclusion or Limiting</td>
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<td>Grade Options (Check)</td>
<td>□ Letter □ S/U □ Progress</td>
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<tr>
<td>Number of Hours of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>out-of-class preparation required:</td>
<td>□ □</td>
<td>□ □</td>
</tr>
<tr>
<td>Total hours of class meetings:</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Length of each class:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Complete this section for Off-Campus courses only:

Distribution of contact time (explain differences from on-campus offerings):
8 sessions 4.5 hours each

Instructor: Mary Lykens

Qualifications (explain any difference in rank/qualification from on-campus instructors)
Instructors, National Board Certified Teacher, 30+ years in the classroom

Explain differences in teaching arrangements from on-campus offerings
This is a workshop format

Student Services (explain how they will be provided to off-campus students):

Registration: First Day of Class
Office Hours: N/A
Academic Advising: N/A

D. Study Tour Request Information (This section is required for study tour requests only)

1. Previous quarters of offering and enrollment:

2. Expected enrollment for proposed quarter of offering:
3. This request has been discussed with and has the concurrence of the following academic units
needing this study tour or with academic units having directly related interests (list units and this
course has been discussed with and has the concurrence of the following academic units needing this
course or with academic units having directly related interests (list units here and attach letters
indicating concurrence or objection from academic units that might have jurisdictional interests):

4. Attach the academic plan that includes student learning outcomes and/or course objectives, topical
outline and percent of time spent on each topic, methods of instruction, course requirements,
methods of examination and percent of the final grade each method constitutes, textbooks and/or
reading lists, admission procedure, orientation and debriefing plans and method of dealing with any
expected language barriers.

5. Attach the administrative plan for the study tour that includes an itinerary, arrangements for travel,
housing, meals, classrooms, excursions, and budget.

ATTACHMENT TYPES that may be needed for this form:

Cover Letter
Syllabus
Study Tour Academic Plan
Study Tour Administrative Plan
Concurrence Letters / Forms
GE model curriculum compliance statement
GE course assessment plan
Memo of Understanding
Appeal statement
Other supporting documentation
Begin Component 1

1. Component (Section) Type (Choose 1):
   - [ ] Clinical
   - [ ] Field Experience
   - [ ] Independent Study
   - [ ] Lab
   - [ ] Lecture
   - [ ] Recitation
   - [ ] Seminar
   - [ ] Workshop

2. Instruction Mode. (Choose only ONE):
   - [ ] Clinic Field Experience
   - [ ] Computer taught
   - [ ] Distance Learning
   - [ ] Flexibly Scheduled
   - [ ] In Person
   - [ ] Video Taught

3. Meeting Pattern
   - [ ] MON [ ] TUE [X] WED [ ] THR [ ] FRI [ ] SAT [ ] SUN

4. Meeting start time: 4:00
5. Meeting end time: 8:30

6. Instructors. Provide at least 1 primary instructor.

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Role</th>
<th>Access</th>
<th>Print name in schedule?</th>
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<tr>
<td>Mary Lykens</td>
<td>Primary</td>
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<td>Yes</td>
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7. Central classroom pool facility or department room: [ ] Pool [ ] Dept

8. Room Characteristics. Specify up to 5 in priority order.

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<td>4</td>
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9. Notes: ______________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

9a. Notes print location relative to class listing: [X] Do not Print [ ] Before [ ] After

End Component 1
1. Component (Section) Type (Choose 1):
   [ ] Clinical  [ ] Lecture
   [ ] Field Experience  [ ] Recitation
   [ ] Independent Study  [ ] Seminar
   [ ] Lab  [ ] Workshop

2. Instruction Mode. (Choose only ONE):
   [ ] Clinic Field Experience  [ ] Flexibly Scheduled
   [ ] Computer taught  [ ] In Person
   [ ] Distance Learning  [ ] Video Taught

3. Meeting Pattern
   [ ] MON  [X ] TUE  [ ] WED  [ ] THR  [ ] FRI  [ ] SAT  [ ] SUN

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9. Notes: ______________________________________________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

9a. Notes print location relative to class listing: [ ] Do not Print  [ ] Before  [ ] After
Begin Component 3

1. Component (Section) Type (Choose 1):
   - [ ] Clinical
   - [ ] Field Experience
   - [ ] Independent Study
   - [ ] Lab
   - [ ] Lecture
   - [ ] Recitation
   - [ ] Seminar
   - [ ] Workshop

2. Instruction Mode. (Choose only ONE):
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   - [ ] Distance Learning
   - [ ] Flexibly Scheduled
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3. Meeting Pattern
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1. Requested Room Capacity (if university pool classroom is being requested) _______25_________
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3. Waitlist Capacity - 0
4. Final Exam:
   - [x] Yes  [ ] No
   - [ ] Last Class (Note: per faculty rules, this option is *NOT* available for the Undergraduate career)
     a. Exam Seat Spacing N/A
5. Special Instructions or Additional Information

________________________________________________________________________

________________________________________________________________________

6. Class Search Title (18 character limit) Master Teacher Designation Workshop
7. Display in Class Search :
   - [x] Yes  [ ] No
8. Credit Hours -3 Graduate Hours
9. Course Components (check all that apply):
   - [ ] Clinical
   - [ ] Field Experience
   - [x] Independent Study
   - [ ] Laboratory
   - [ ] Lecture
   - [ ] Recitation
10. Graded Component (check one):
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    - [ ] Field Experience
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    - [ ] Lecture
    - [ ] Recitation
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    - [x ] Marion
    - [ ] Newark
    - [ ] Lima
    - [ ] Mansfield
    - [ ] Wooster (ATI)
12. **Prerequisites and Exclusions**  Bachelors Degree and Currently Teaching

13. **Permission to Enroll in this course:**  
   - ☑ No Consent needed  
   - ☐ Department Consent  
   - ☐ Instructor Consent

14. **General Education Details (if applicable):** Attach GE model curriculum compliance statement and GE course assessment plan.

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**B. Group Studies Request Information** (This section is required for group studies requests only)

1. Previous quarters of offering and enrollment (Regular course numbers should be sought for group studies courses taught **three** times with success).

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2. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (list units here and attach letters indicating concurrence or objection from academic units that might have jurisdictional interests).

---

3. Attach the course syllabus that includes the topical outline of the course, student learning outcomes and/or course objectives and methods of evaluation.

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**C. Flexibly Scheduled/Off Campus/Workshop Request Information** (This section is required for flexibly scheduled / off-campus / workshop requests only)

1. **Start Date and End Date**  January 22, 2013 through March 5, 2013

2. Previous quarter(s) of offering and enrollment **WI 12, AU 11, SU 11, WI 11, AU 10, SU 10** (80 Students have enrolled)

3. Expected enrollment for proposed quarter of offering  20

4. Attach the course syllabus that includes the topical outline of the course, student learning outcomes and/or course objectives, methods of evaluation and off-campus field experience.

5. Off-Campus Site  Upper Sandusky

6. Will course be taught in distance learning format:  
   - ☐ Yes  
   - ☑ No
7. Complete the following for courses offered for less than term length or for Workshops:

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<td>Prerequisites:</td>
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<td>Bach. Degree – 7 Yrs Exp.</td>
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<td>Exclusion or Limiting</td>
<td>None</td>
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<td>□</td>
<td>Total hours of class meetings: □ 36 □ Length of each class: □</td>
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8. Complete this section for Off-Campus courses only:

Distribution of contact time (explain differences from on-campus offerings):
8 sessions 4.5 hours each

Instructor □ Patty Muir □ Rank □ Instructor □

Qualifications (explain any difference in rank/qualification from on-campus instructors)
Instructors, National Board Certified Teacher, 30+ years in the classroom

Explain differences in teaching arrangements from on-campus offerings
This is a workshop format

Student Services (explain how they will be provided to off-campus students):
Registration □ First Day of Class
Office Hours □ N/A
Academic Advising □ N/A

D. Study Tour Request Information (This section is required for study tour requests only)
1. Previous quarters of offering and enrollment:

2. Expected enrollment for proposed quarter of offering:
3. This request has been discussed with and has the concurrence of the following academic units needing this study tour or with academic units having directly related interests (list units and this course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (list units here and attach letters indicating concurrence or objection from academic units that might have jurisdictional interests):

4. Attach the academic plan that includes student learning outcomes and/or course objectives, topical outline and percent of time spent on each topic, methods of instruction, course requirements, methods of examination and percent of the final grade each method constitutes, textbooks and/or reading lists, admission procedure, orientation and debriefing plans and method of dealing with any expected language barriers.

5. Attach the administrative plan for the study tour that includes an itinerary, arrangements for travel, housing, meals, classrooms, excursions, and budget.

ATTACHMENT TYPES that may be needed for this form:

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Syllabus
Study Tour Academic Plan
Study Tour Administrative Plan
Concurrence Letters / Forms
GE model curriculum compliance statement
GE course assessment plan
Memo of Understanding
Appeal statement
Other supporting documentation
Component (Sections): Complete as needed

Begin Component 1

1. Component (Section) Type (Choose 1):
   - [ ] Clinical
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   - [ ] Independent Study
   - [ ] Lab
   - [ ] Lecture
   - [ ] Recitation
   - [ ] Seminar
   - [ ] Workshop

2. Instruction Mode. (Choose only ONE):
   - [ ] Clinic Field Experience
   - [ ] Computer taught
   - [ ] Distance Learning
   - [ ] Flexibly Scheduled
   - [ ] In Person
   - [ ] Video Taught

3. Meeting Pattern
   - [ ] MON [ ] TUE [X] WED [ ] THR [ ] FRI [ ] SAT [ ] SUN

4. Meeting start time: _4:00__________
5. Meeting end time: __8:30__________

6. Instructors. Provide at least 1 primary instructor.

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7. Central classroom pool facility or department room: [ ] Pool [ ] Dept

8. Room Characteristics. Specify up to 5 in priority order.

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9. Notes: ______________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

9a. Notes print location relative to class listing: [X] Do not Print [ ] Before [ ] After

End Component 1
1. Component (Section) Type (Choose 1):
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   - [ ] Lab
   - [ ] Lecture
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   - [ ] Seminar
   - [ ] Workshop

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3. Meeting Pattern
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9a. Notes print location relative to class listing: [ ] Do not Print [ ] Before [ ] After
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1. Component (Section) Type (Choose 1):
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   - [ ] Field Experience
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3. Meeting Pattern
   - MON [ ] TUE [ ] WED [ ] THR [ ] FRI [ ] SAT [ ] SUN

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9a. Notes print location relative to class listing: [ ] Do not Print [ ] Before [ ] After

End Component 3