

## **SUU K-12 Professional Development Program GENERAL PROFESSIONAL DEVELOPMENT Proposal Checklist**

Thank you for choosing Southern Utah University. Please use this checklist to ensure your course proposal is reviewed as quickly as possible.

**Please note that 3 items are required: a) cover sheet on school/district/organization letterhead (see list below), b) syllabus (see list below), and c) resume/vita of lead instructor (see note below).**

**Proposals are to be sent to: [k12inservice@suu.edu](mailto:k12inservice@suu.edu).**

### **Checklist**

**Please include this required information with all proposals:**

- 1. Proposal cover sheet on school/district/organization letterhead, to include:**
  - a. Contact name, address, telephone number, and e-mail.
  - b. Name of course. Must be under 30 characters including spaces.
  - c. State either “For Endorsement” or “For General Professional Development” (Endorsement courses use a set syllabi and curricula dictated by the state– General Professional Development courses use your syllabi and curricula).
  - d. Number of credits (1 credit for each 15 hours of \*contact time).
  - e. Dates you would like to have registration be open through. (Online registration only)
  - f. If you are planning on using SUU’s canvas or not
  - g. Name of instructor/s (lead instructor must a have master's degree).
- 2. Complete syllabus - should include at least the following elements:**
  - a. Description of course.
  - b. Title on cover sheet matches the syllabus
  - c. Exact date of each class meeting for face to face, or module dates for distance.
  - d. Description of each module, or face to face class

## **University Policy Statements:**

**ACADEMIC INTEGRITY:** Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services found at this site: <https://help.suu.edu/handbook>) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

**ADA STATEMENT:** Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

**EMERGENCY MANAGEMENT STATEMENT:** In case of emergency, the University's Emergency Notification System (ENS) will be activated.