California State University, San Marcos

- Authorization To Offer Non-Degree Extension Credit Course Through Extended Studies

<table>
<thead>
<tr>
<th>1. Desired Term: Summer</th>
<th>Year of implementation: 2010</th>
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<tbody>
<tr>
<td>2a. Course abbreviation and Number: EDUC 1089_EX</td>
<td>2b. Abbreviated Title: On My Honor Civics Institute</td>
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<tr>
<td>3. College:</td>
<td>4. Number of Units: 3</td>
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<td>5. Billing Units: $80 per unit</td>
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<td>6. Allowed Student Levels: UG X GR X EE X (Default is to check all three levels)</td>
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<td>7. Grading Method: ______ Normal (N) (Default is Letter Grade +/-: Students may request Credit/No Credit)</td>
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<td>______ Normal Plus Report-in-Progress (NP) (As for Normal: also allows Report-in-Progress)</td>
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<td>______ Credit/No Credit Only (C)</td>
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<td>______ Credit/No Credit or Report-in-Progress Only (CP)</td>
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<td>8. Mode of Instruction:</td>
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<td>(See pages 17-23 at <a href="http://www.calstate.edu/cim/data-element/APDB-Transaction-DED-SectionV.pdf">http://www.calstate.edu/cim/data-element/APDB-Transaction-DED-SectionV.pdf</a> for definitions of the Course Classification Numbers)</td>
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<tr>
<td>Type of Instruction</td>
<td>Number of Credit Units</td>
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<tr>
<td>Lecture</td>
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<tr>
<td>Activity</td>
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<tr>
<td>Lab</td>
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<td>9. Attributes: Course Requires Consent for Enrollment? Yes X No</td>
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<tr>
<td>Faculty Credential Analyst Dean Program/Department - Director/Chair</td>
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<td>Prerequisites:</td>
<td>Co-requisites:</td>
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<td>10. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check &quot;yes&quot; and obtain signature.) Yes X No</td>
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<td>Discipline</td>
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<td>Support Oppose</td>
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Important: Please Complete

1. Instructor Fran Chadwick
2. 
3. Please complete the Extension Course Proposal Form
   http://www.csusm.edu/academic_programs/curriculum_forms/index.html

SIGNATURES: (COLLEGE LEVEL)

1. Program Dean/Chair Date 6/21/10
2. College Dean (or Designee) Date 7/8/10

(UNIVERSITY LEVEL)

3. Dean of Extended Studies (or Designee) Date 7/8/10
4. Assistant Provost for Academic Affairs (or Designee) Date
In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760)750-8713.

- **Course Title:** California On My Honor: Leadership Institute

- **Course Description:**

  The purpose of this institute is for teachers to learn the leadership skills necessary to assist others in gaining a deeper understanding of the judicial branch of government and court processes as they relate to civics education. Teachers who attend this institute will become engaged in practices related to effective pedagogy, engage in coaching techniques, debrief and analyze demonstration lessons and have the opportunity to meet with judges, attorneys, and view court cases in action at the San Francisco Superior Court. They will be prepared to work as a team to conduct workshops at county courts in their local areas, and be qualified to become teacher leaders for future institutes.

- **Course Objectives:**

  1. Teachers will review and gain a deeper understanding for effective pedagogy in teaching civics education: higher order thinking, authentic assessments connected to content standards, and active engagement.

  2. Teachers will understand the elements of professional development.

  3. Teachers will learn how to effectively coach groups and individuals, guiding them to greater understandings of pedagogy.

  4. Teachers will gain a deeper understanding of the judicial branch of government at the state level.

- **Evaluation:** The basis for grades will be the final product: a civics unit of study created by the teachers. This is an authentic assessment; teachers will create engaging curriculum that reinforces the big ideas regarding the strength of a democracy. In addition, teachers will be evaluated on their participation in discussions, understanding and skill with coaching techniques, and analytical abilities in debriefing demonstration lessons.

- **Course Length:** Eight (8) hours each day for the six (6) day institute for a total of 48 actual contact hours in class with the institute and follow-up day. Outside work is required before the follow-up date and is estimated to be an additional eight (8) hours.

- **Proposed Date(s):** July 5–July 9 and November 5, 2010

- **Location:** This course will be held at the Administrative Offices of the Court (AOC), Earl Warren Building in San Francisco.

- **Support Needs:** The AOC has all equipment needed.

- **Comments:**

  This course is needed ~ we are currently expanding the teacher leader base in order to offer civics institutes and workshops statewide for teachers. There is a civics deficit and a need for teachers to learn more content knowledge regarding civics, and learn effective methods for actively engaging students. This "movement" will also assist teachers throughout the state to become more knowledgeable about law-related education programs offered by the courts of California.
1. Desired Term: Summer 2006
   Year of implementation: 2006

2a. Course abbreviation and Number:
   EDUC E1042

2b. Abbreviated Title:
   (No more than 25 characters, including spaces)
   On My Honor Institute

4. Number of Units: 2
5. Billing Units: 2

6. Allowed Student Levels: UG X GR X EE X (Default is to check all three levels)

7. Grading Method:
   ___ Normal (N) (Default is Letter Grade +/-, Students may request Credit/No Credit)
   ___ Normal Plus Report-in-Progress (NP) (As for Normal, also allows Report-in-Progress)
   ___ Credit/No Credit Only (C)
   ___ Credit/No Credit or Report-in-Progress Only (CP)

9. Attributes: Course Requires Consent for Enrollment?___ Yes  X ___ No
   Faculty: ______ Credential Analyst: ______ Dean: ______ Program/Department - Director/Chair
   Prerequisites: ____________________________ Co-requisites: ____________________________

10. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.) ___ Yes  X ___ No
    If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

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<th>Discipline</th>
<th>Signature</th>
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Important: Please Complete

1. Instructor: Fran Chadwick
2. Extension Course Proposal Form Attached

SIGNATURES: (COLLEGE LEVEL)

Fran Chadwick
1. Program Director/Chair  Date

William  7/10/06
2. College Dean (or Designee)  Date

(U NIVERSITY LEVEL)

[Signature]
3. Dean of Extended Studies (or Designee)  Date

[Signature]  7/17/06
4. Vice President for Academic Affairs (or Designee)  Date

[Signature]
OFFICE OF EXTENDED STUDIES
EXTENSION COURSE PROPOSAL FORM

In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760)750-8713.

- **Course Title:** On My Honor Institute

- **Course Description:**
  The purpose of this institute is for teachers to gain a deeper understanding of the judicial branch of government and court processes as they relate to civics education. Teachers who attend this institute will have the opportunity to meet with judges, attorneys, and participate in a mock trial at the Vista Superior Court. They will benefit by learning effective and engaging ways to teach civics education, and by creating their own lessons to use in the classroom.

- **Course Objectives:**
  The course objectives include the following:
  
  This institute focuses on the following big ideas or Enduring Understandings:
  1. The strength of a democracy is equal to the strength of its citizens.
  2. E Pluribus Unum: out of many, one
  3. Just as a political process involves participation, understanding requires student engagement.

  Teachers will be able to effectively create curriculum for their own classrooms which address the following Essential Questions:
  1. What does it mean to be an American Citizen? How does a good citizen behave?
  2. Is citizenship a right or a responsibility? What are the rights of an American? How is our government organized?
  3. Does social capital strengthen a republic?
  4. Does active engagement equal understanding?

  The above essential questions will be answered through teachers' involvement with core lessons at the institute, and through the development of their own curriculum.

- **Evaluation:** The basis for grades will be the participation, and final product, lesson plan(s) created by the teachers. The final product is an authentic assessment; teachers will create curriculum that engages students and reinforces the big ideas regarding the strength of a democracy.

- **Course Length:** Students of this course (teachers) will attend four all day sessions, and complete a lesson and/or unit design which will require some time outside of class, ie: completing the development of the lesson(s), field test, and revision.

- **Proposed Date(s):** August 9, 10, 11, September 16 (last date to be confirmed)

- **Location:** This course will be held at the Kellogg Library, Virginia Hansen Curriculum Center, room 5102.

- **Support Needs:** The curriculum center has all equipment needed.

- **Comments:**
  This course is needed - teachers need to learn more content knowledge regarding civics, and learn effective methods for actively engaging students. In addition, a Youth in Court program and an On My Honor program held at the Vista Superior Court would be enriched by lessons implemented before and after the visits.

When completed, please return this form, along with an up-to-date resume (with teaching references) to:
Catherine Boyle, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: cboyle@csusm.edu
Hi Virginia,

How is summer treating you so far? I apologize for the delay in getting back to you, I just got back into town from vacation. I looked over the proposal and would like to offer a qualified “thumbs up” but as a brand new department chair I’m wary of giving absolute approval without running the proposal past my colleagues in the department. Could I give temporary approval of the proposal for this summer since the institute is already underway and then work on a more absolute assessment once all my colleagues are back for the fall semester?

Thanks,

Scott

On 7/7/10 3:45 PM, "Virginia Mann" <vmann@csusm.edu> wrote:

Hi Scott – just checking to see if you’ve had a chance to review this course that Extended Learning is currently offering. They are seeking extension credit of 3 units.

Thanks,

Virginia

From: Virginia Mann
Sent: Wednesday, June 30, 2010 10:56 AM
To: Scott Greenwood
Subject: On My Honor Civis Institute - PSCI sign-off?

Hi Scott,

Extended Learning has sent us the attached proposal – to offer a 3 unit course “On My Honor Civics Institute” this summer. Please let me know if Political Science has any comments or concerns regarding this course offering.

Thanks so much,

Virginia