



**Indiana University Three Graduate Credits
W505 Professional Development Workshop
CIVIC EDUCATION IN ACTION
Fall 2009 – Spring 2010**

Course Syllabus

Instructor Information:

Teacher Program Specialist: John Cheeseman, Izetta Mobley, Gerald Taylor
Manager of Teacher Programs: Rose Steller

Course Dates & Times:

One-week teacher program sessions offered by the Close Up Foundation during the Fall 2009 and Spring 2010 program year.

Course Description:

This course is an intense examination of pedagogy and content in the areas of history, government, and public policy for middle and high school teachers on all our programs, which include Classic Close Up, DC–Williamsburg, Washington and Philadelphia (middle school) and, Washington-New York City. The course requirements include attendance at seminars, electives, and workshops, specifically designed for educators as well as the written assignments described below.

Course Objectives:

Upon completion of course, students will enhance their knowledge and skills in these areas:

- Government, public policy, and/or various periods in US history
- Current issues
- Instructional methodologies related to civic education
- The legislative process

Course Requirements:

1. Attend all teacher program elements and get signatures from course instructors. Teacher program elements include:
 - Orientations: on Sunday night and Monday morning
 - All scheduled teacher electives, seminars & workshops
 - All scheduled student-teacher meetings
 - Capitol Hill day with your students (high school only)
 - Independent exploration with your students
2. Submit five original lesson plans focusing either on different topics explored during your Close Up program, or a unit examining one topic explored during your Close Up program. Each lesson plan, or unit, must include one paragraph explaining how it is tied to your Close Up trip.
3. Submit a 4-5 page, double-spaced, 12 point font critical analysis answering 3 of the following questions:
 - How could you use the knowledge and/or methodology from your Close Up experience in developing experiential lessons outside the classroom?
 - How has the information and experience from your program at Close Up changed or reinforced your approach and/or content in the classroom?
 - Describe a resource packet you could develop to compliment a trip to a site in your area.
 - Describe how you could incorporate *Current Issues* into one of the courses you teach.



4. Complete a journal entry describing each teacher program element. For each day on program, participants will complete an entry with a compilation of specific information and/or ideas you learned during every academic component of the program (speakers, seminars, study visits, on-site visits, Capitol Hill, etc.). The entire journal should be a minimum of 3 pages and no longer than 4 pages, double-spaced, using size 12 font.

Grading Rubric

| Grade | Quality of Assignments | Completeness of Assignments |
|-------------------------|---|--|
| A (95-100) | Exceptional insight valuable contribution/goes beyond assignment | 100 % Complete |
| A- (90-94) | On target/logical with evidence, application, & understanding | Accurate, clear and concise / no grammar/spelling errors |
| B + (87-89) | Competent, credible evidence; some lapses in organization and clarity in writing | Moderate shortcomings; minor elements missing; but generally on target |
| B (83-86) | Competent in basic material; shows some evidence how to apply basic material; clarity of writing is adequate | Covers basic material; fails to convey depth of understanding or application |
| B – (80-82) | Competent in basic material; just passing for graduate credit; enough to get by | Barely sufficient; little evidence of revision or proofreading; lacks clarity or precision |
| C (79 and below) | Quality of work not graduate level; writing and grammar of poor quality; lack of clarity in writing and understanding | Important elements missing or not explained well; evidence of understanding weak |

Frequently Asked Questions

How much does it cost?

- Indiana University gives Close Up participants in-state tuition rate, which is \$329.87 per credit. Two credits will cost \$659.74; Three credits will cost \$989.61.

When do participants have to decide if they want to pursue Graduate Credit?

- You can decide to pursue graduate credit up until the deadline for submitting your course assignments and forms.
 - o HOWEVER, to keep the option open, you will need to fully participate in the teacher program and fill out the Participant Verification Form throughout the week. You can get the required forms from your Teacher Program Specialist during your Close Up week or on the Close Up website under College Credits.

How do I register?

- Please read the Course Registration and Completion Instructions on how to register and submit your course work.

What are the deadlines for registering and submitting course materials?

Fall Semester (Programs from November 1, 2009 – November 21, 2009)

Deadline: December 4, 2009

Spring Semester (Programs from November 29, 2009 – April 9, 2010)

Deadline: April 19, 2010

Summer Semester (Programs from April 10, 2010 – July 16, 2010)

Deadline: August 2, 2010



How do I submit my course requirements?

→ Submit your coursework, participation form and Close Up Teacher schedule in one packet to:

Rose Steller
Close Up Foundation, 6th Floor
44 Canal Center Plaza
Alexandria, VA 22314.

Can I register with Indiana University and submit course work if I participated in a previous program year?

→ No. Participants may only pursue graduate credit during the school year in which they come on program. We cannot accept materials submitted for a Close Up Teacher Program attended the previous school year.

Does my state, school district or graduate degree program accept Indiana University graduate credits?

→ You will need to find out whether Indiana University graduate credits will be accepted. The Indiana University Graduate School of Education is a nationally accredited university.

What do participants have to do in order to get the credits?

→ Close Up Teacher Program participation:

- o Close Up must verify a minimum number of instructional hours to Indiana University; therefore, you have to attend all scheduled teacher program components in addition to the other specified student-teacher components. Please see the syllabus and the verification form to clarify what is required.

→ Course Assignments:

- o After you get home from your Close Up trip, you will need to complete the course assignments as specified in the syllabus and send them to Close Up for grading and processing.
- o Your course assignments will be graded and processed. You may receive your grade and verification of the course completion after the course deadline.

→ Grading and Next Steps:

- o Once you have completed the requirements for the course and sent in your material, contact Rose Steller via email, (rsteller@closeup.org) at the Close Up Foundation for a link to register with Indiana University.
- o Register and pay online through Indiana University
- o Transcripts may be requested through the Indiana University website.

Can I get graduate credits through Close Up more than one time?

→ No. Regardless of how many credits you pursue, you can only get graduate credit for the “*Civic Education in Action*” course once.

Are the graduate credits only for teachers?

→ Other adults on Teacher Program (administrators, media specialists, school board members, parents, etc.) are welcome to pursue graduate credits. The course is part of the Graduate School of Education at Indiana University, so the option is most beneficial for educators.



Course Registration & Completion Instructions: *CIVIC EDUCATION IN ACTION*

1. Attend all teacher program elements and get signatures from course instructors. See syllabus and verification form for more information.
2. Contact Rose Steller with your intent to register. You will receive registration links for Indiana University at this time.
Contact information: rsteller@closeup.org; 703-706-3476
3. Register online with Indiana University by the deadline specified below.
4. Submit all course documents and forms by the deadline specified below to: Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836. These documents include:
 - a. *CIVIC EDUCATION IN ACTION* Enrollment Form
 - b. CLOSE UP FOUNDATION Participation Verification Form
 - c. All course assignments
 - d. Teacher program schedule for the week you attended Close Up

Deadlines:

If your program was offered between November 1, 2009 – November 21, 2009 register for the fall semester. If your program was offered between November 29, 2009 – April 9, 2010 register for the spring semester. If your program was offered between April 10, 2010 – July 16, 2010 register for the summer semester.

For Fall Semester, all materials must be received at Close Up by **December 4, 2009**

For Spring Semester, all materials must be received at Close Up by **April 19, 2010**

For Summer Semester, all materials must be received at Close Up by **August 2, 2010**

Tuition and Payment:

The tuition cost is \$329.87 for each graduate credit. This is Indiana University's current in-state; graduate tuition rate and all other fees are waived. When you register online with Indiana University you will pay your tuition at that time. *Important: Because of your special registration status, withdrawals are impossible. If you send in a registration form, you will be billed.*

Questions? Contact Rose Steller: rsteller@closeup.org or 703-706-3476



**Civic Education in Action
Enrollment Form**

Please print clearly.

Name: _____

School: _____

School Address: _____

Home Address: _____

What week did you attend Close Up? _____

What hotel did you stay in? _____

Who was the Teacher Program Specialist for your hotel? _____

What course(s) are you teaching this school year? _____

Daytime Phone Number: _____

Email Address: _____

What is your main reason for enrolling in this course? (please circle all that apply)

Re-certification

Working towards a masters degree

Personal growth

Other: _____

Submit this form, along with the Close Up Foundation Participation Verification Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Washington High School Program**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|------------------------------------|----------------------|---------------------------|-------------------------|
| Sunday Dinner and Orientation | 2.0 | _____ | _____ |
| Monday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday Morning Teacher Elective : | 2.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Monday Teacher Seminar: | 1.5 | _____ | _____ |
| <i>List speaker here:</i> | | | |
| Monday Afternoon Teacher Elective: | 3.0 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Tuesday All Day Teacher Elective | 7.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Capitol Hill Day | 8.0 | _____ | _____ |
| Student-Teacher Exploration | 8.0 | _____ | _____ |
| Teacher Reflection Wrap Up Session | 1.0 | _____ | _____ |
| Total Hours | _____ | (35 Contact Hours) | |

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Washington High School Program Fall Williamsburg**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|--|----------------------|--------------------------|-------------------------|
| Sunday Dinner and Orientation | 2.0 | _____ | _____ |
| Monday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday Morning Teacher Elective : <i>List elective here:</i> | 2.5 | _____ | _____ |
| Monday Teacher Seminar: <i>List speaker here:</i> | 1.5 | _____ | _____ |
| Monday Afternoon Teacher Elective: <i>List elective here:</i> | 3.0 | _____ | _____ |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Tuesday Capitol Hill Day | 7.0 | _____ | _____ |
| Wednesday Teacher Elective <i>List elective here:</i> | 8.0 | _____ | _____ |
| Thursday Colonial Teacher Elective <i>List elective here:</i> | 3.0 | _____ | _____ |
| Thursday Colonial Exploration | 2.5 | _____ | _____ |
| Student-Teacher Exploration | 8.0 | _____ | _____ |
| Teacher Reflection Wrap Up Session | 1.0 | _____ | _____ |

Total Hours _____ **(40 Contact Hours)**

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:

Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Middle School Williamsburg-or-Philadelphia**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|--|----------------------|--------------------------|-------------------------|
| Sunday Staff Dinner | 1.0 | _____ | _____ |
| Sunday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday All Day Exploration in Williamsburg/ Philadelphia | 7.5 | _____ | _____ |
| Tuesday All Day Teacher Elective | 7.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Wednesday Morning Teacher Elective | 2.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Wednesday Afternoon Teacher Elective | 3.0 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Student-Teacher Smithsonian Exploration | 2.0 | _____ | _____ |

Total Hours _____ **(25 Contact Hours)**

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Middle School Core Program**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|---|----------------------|--------------------------|-------------------------|
| Sunday Dinner and Orientation | 2.0 | _____ | _____ |
| Monday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday Morning Teacher Elective : | 2.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Monday Teacher Seminar: | 1.5 | _____ | _____ |
| <i>List speaker here:</i> | | | |
| Monday Afternoon Teacher Elective: | 3.0 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Tuesday All Day Teacher Elective | 7.5 | _____ | _____ |
| <i>List elective here:</i> | | | |
| Student-Teacher Smithsonian Exploration | 2.0 | _____ | _____ |

Total Hours _____ **(20 Contact Hours)**

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Program for New Americans- High School**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|--|----------------------|--------------------------|-------------------------|
| Sunday Staff Dinner | 1.0 | _____ | _____ |
| Monday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday Morning Teacher Elective : <i>List elective here:</i> | 2.5 | _____ | _____ |
| Monday Teacher Seminar: <i>List speaker here:</i> | 1.5 | _____ | _____ |
| Monday Afternoon Teacher Elective: <i>List elective here:</i> | 3.0 | _____ | _____ |
| Tuesday All Day Teacher Elective <i>List elective here:</i> | 7.5 | _____ | _____ |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Capitol Hill Day | 7.0 | _____ | _____ |
| Thursday Teacher Elective <i>List elective here:</i> | 7.0 | _____ | _____ |
| Student-Teacher Exploration | 8.0 | _____ | _____ |
| Teacher Reflection Wrap Up Session | 1.0 | _____ | _____ |

Total Hours _____ **(40 Contact Hours)**

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.



**Graduate Credit Participation Verification Form
Program for New Americans- Middle School**

NAME _____ **SCHOOL** _____

| Program Component | Contact Hours | CUF Staff Initial | Date of Elective |
|--|----------------------|--------------------------|-------------------------|
| Sunday Staff Dinner | 1.0 | _____ | _____ |
| Monday Teacher Program Orientation | 1.0 | _____ | _____ |
| Monday Morning Teacher Elective : <i>List elective here:</i> | 2.5 | _____ | _____ |
| Monday Teacher Seminar: <i>List speaker here:</i> | 1.5 | _____ | _____ |
| Monday Afternoon Teacher Elective: <i>List elective here:</i> | 3.0 | _____ | _____ |
| Tuesday All Day Teacher Elective <i>List elective here:</i> | 7.5 | _____ | _____ |
| Student Teacher Meetings | 0.5 | _____ | _____ |
| Wednesday Morning Teacher Elective <i>List elective here:</i> | 2.5 | _____ | _____ |
| Wednesday Afternoon Teacher Elective <i>List elective here:</i> | 3.0 | _____ | _____ |
| Student-Teacher Smithsonian Exploration | 2.5 | _____ | _____ |

Total Hours _____ **(25 Contact Hours)**

Teacher Program Specialist signature: _____

Submit this form, along with the Close Up Enrollment Form, your Close Up Teacher Schedule, and all completed course assignments in one packet to:
Rose Steller, Close Up Foundation, 44 Canal Center Plaza, 6th Floor, Alexandria, VA 22314-9836.