



UPPER IOWA UNIVERSITY

Established in 1857®

Email all materials to: [daily5papers@uiu.edu](mailto:daily5papers@uiu.edu) or Mail all materials to: Upper Iowa University Des Moines Center
Daily 5/CAFE/Math Daily 3 Workshop Credit
5000 Westown Pkwy
West Des Moines, IA 50266

Registration Information

Form with fields: Name (first, middle, last), Address, City, State, Zip, Phone (Home), Phone (Cell), Email, Social Security #, Gender: M F, Birth Date, Course #, Start date, Completion date. Includes Ethnicity section with questions and checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White, and Choose not to respond.

Table with 5 columns: Course #, Course Title, # of Credits, Fee. Rows include: 1 EDU553 CAFE Workshop or Seminar (1 credit, 65.00 fee); 2 EDU554 Daily 5 Workshop or Seminar (1 credit, 65.00 fee); 3 EDU503 Math Daily 3 Seminar only (1 credit, 65.00 fee).

The University will contact you for payment information. Do not send payment with submission.

All coursework is to be completed within a six-month period from online course completion date.

To request official transcript: [www.getmytranscript.org](http://www.getmytranscript.org)

## **Earn 1 Graduate Level Professional Development Credit Participating in an Educational Design Live Workshop**

### **Course Description**

**Live workshop/ Online Seminar:** This course offers educators the opportunity to earn one credit for attendance at one Daily 5 workshop or seminar and one CAFE workshop or seminar. A research reflection paper is required for the Daily 5 workshop/seminar, and a separate research reflection paper is required for the CAFE workshop/ seminar.

### **Credit Information**

Upon successful completion of an approved workshop and the accompanying requirements, Upper Iowa University will award one semester hour of graduate level professional development credit. These credits are predominantly used for professional advancement (increase on pay scale or recertification), and are not part of a degree program. It is the student's responsibility to verify approval from appropriate district or college officials before attempting to use these credits to satisfy any degree, state recertification, or school district requirements. Upper Iowa will not assume responsibility if a credit is not accepted due to the location of the university or criteria of credit acceptance. State licensing departments, school districts, and other degree programs vary regarding their criteria for credit acceptance.

**Clock Hours** - Many states accept regionally accredited two- or four-year college credit at the 100 (freshman) level or above to be used toward maintenance. One semester hour of college credit is the equivalent of 15 clock hours. State licensing departments and school districts vary regarding their criteria for credit acceptance. It is your responsibility to check with your individual state or district.

### **Course Requirements**

**For each credit:**

1. Attend a 2 Sisters workshop or seminar.
2. Once you have completed the workshop, complete the appropriate "Getting Started" guide for your workshop. (If you attend both workshops you will need to complete both "Getting Started" guides. Daily 5 and CAFE can be found at <http://www.thedailycafe.com/public/2381.cfm>. Math Daily 3 can be found at <https://www.thedailycafe.com/articles/Math-Daily-3-Quick-Start-Guide>. Reflect on your learning and the impact it will have on you in your current position in education. What research was highlighted and what implications does it have for you as a professional? Adhering to the guidelines below, write a 2-3 page reflective essay (one for each workshop attended) about your learning.

#### **Research Reflection Paper Guidelines**

- Paper must include a Title Page with your name, address, title of course and course number, workshop or seminar completion date and date sent.
- Use a 12 point font and one inch margins. Staple the paper together. Do not use a report cover.
- Your reflective research paper should include highlights of your learning about Daily 5 and CAFE. What do you agree with? What challenges do you face? What research reinforces the philosophy of Daily 5/ CAFE?
- You must reference a minimum of 3 sources, using correct APA format for in-text citations and the bibliography.
- This paper is an individual assignment to be completed by the individual receiving the credit. Group papers will not be accepted.

**You will be graded on the accuracy of the above guidelines, and according to the attached rubric.**

3. Send in your Educational Design completion certificate, along with the Upper Iowa University registration form, and your research reflection paper. Grades will be entered following UIU's 6 term schedule. Please allow 6– 8 weeks for grading.

### **Submitting Report**

- A copy of your online course completion participation certificate **must** be included with your report to be accepted for grading.
- Your registration and paper are due (postmarked) **six months** from the end date of the workshop. Extensions are not allowed. **Your paper will not be returned to you.** Grades will be determined according to the rubric. Allow 6– 8 weeks for grading. Transcripts may be requested following the link below.

*If you wish to receive feedback, include a self-addressed, postage paid envelope with your registration materials.*

### **Transcripts**

Transcripts are available at [www.getmytranscript.org](http://www.getmytranscript.org) eight weeks after your materials are received.

## Checklist to Register for Graduate Credit

**To earn credit complete the following:**

Please ***initial*** next to each line and ***sign*** at the bottom to indicate completion.

\_\_\_\_\_ I have included my Educational Design workshop completion certificate.

\_\_\_\_\_ I have included my Upper Iowa University Registration Form and this completed checklist.

\_\_\_\_\_ I understand the University will contact me for payment.

\_\_\_\_\_ I have included a 2-3 page research reflection paper (including references and adhering to APA guidelines) for each workshop I wish to receive credit. (If I attended both CAFE and Daily 5, I have a paper for each.)

\_\_\_\_\_ I have viewed the grading rubric and have followed required guidelines to receive credit. I have included a copy of the grading rubric with my submission.

\_\_\_\_\_ All of my materials are included in one envelope and are being sent together.

\_\_\_\_\_ I understand that if I **wish to receive feedback**, I must include a self-addressed, postage paid envelope along with registration materials. UIU will not be responsible for lost or damaged items.

\_\_\_\_\_ All materials are being submitted within six months of completing the workshop or seminar. I understand that it will require up to 8 weeks for processing and grading, and I am responsible for requesting my transcripts after the 8 week period.

**I understand that the above criteria must be completed to receive credit. Due to high volume, incomplete packets will not be processed or returned.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**E-Mail or Mail this completed form along with the above materials to:**

[daily5papers@uiu.edu](mailto:daily5papers@uiu.edu)

Upper Iowa University Des Moines Center  
Daily 5/CAFE/Math Daily 3 Workshop Credit  
5000 Westown Pkwy  
West Des Moines, IA 50266



UPPER IOWA UNIVERSITY  
Established in 1857®

<b>Grading Rubric</b>	
<b>Name:</b>	<b>Course Title</b> (As listed on registration form):
<b>Address:</b>	<b>Grader:</b>
<b>Date:</b>	<b>Total Points:</b> _____ <b>Grade</b> <b>A</b> <b>B</b> <b>C</b> <b>F</b>

<b>Requirements</b>			
<b>Qualities &amp; Criteria</b>	<b>Exceeds Expectations (4)</b>	<b>Meets Expectations (3)</b>	<b>Needs Improvement (0-2)</b>
<b>Explanation of Topic</b>  4 pts. _____	Writer introduces topic and clearly identifies relevance to his/her classroom.	Writer makes reader aware of topic.	No reference to topic or problem.
<b>Content (2X)</b>  8 pts. _____	Workshop content is covered in depth; incorporates current research; Application to classroom is specific and insights and challenges are identified and elaborated upon .	Content is adequately covered but not in depth and research is referenced. Insights and challenges are noted but not explored thoroughly.	Content is limited, repetitive or quoted excessively. Little or no reference to current research. Discussion of insights and challenges was limited or missing.
<b>Clarity &amp; Correctness of Writing (.5X)</b>  2 pts. _____	Writing is clear and concise with no errors in spelling and grammar.	Few errors in spelling and grammar and they do not cause confusion in content; generally clear writing.	Contains multiple spelling & grammatical errors; writing lacks clarity
<b>Conclusions</b>  4 pts. _____	Writer synthesizes strategies and research and connects them with classroom practice. Succinct and precise conclusions based on the review of the literature.	Writer provides concluding remarks with an analysis & synthesis of information; some conclusions not fully supported.	Limited effort or success at synthesizing research and practice.
<b>Sources &amp; Citations (.5X)</b>  2 pts. _____	APA styles is used throughout and all citations and references are accurate .	APA style is used inconsistently or there are minor issues with accuracy of citations.	APA style is not followed. Works cited in text are not consistent with reference list.

**Grade Scale: A = 20-18, B = 17 – 16, C = 15 – 14, F = 13 - Lower**