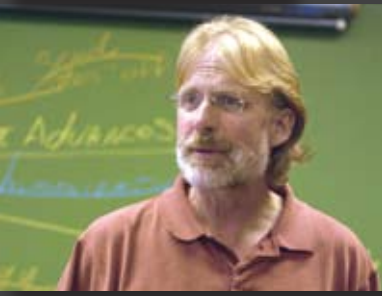




EducatorSource Program

2009 Summer Information



Professional Development for Educators

Millersville University
SEIZE THE OPPORTUNITY



EducatorSource is your source for professional development!

Millersville University's EducatorSource Program

The EducatorSource program offers valuable professional development for educators, consisting of educator workshops, summer institutes, and customized training. Our graduate-level workshops are offered throughout the year on-campus, off-campus and online. We offer summer institutes for educators and also provide on-site customized training to school districts.

About Educator Workshops

The EducatorSource Program has served educators in meeting their professional development needs for over 35 years. We continuously work to maximize access to our programs by offering workshops year-round, on-campus, on-site at school districts across the Commonwealth, and online.

Our programs are of high quality and rigor. We target current and critical topics in education. The programs offered are driven by the needs identified by administrators and educators. The EducatorSource workshops offer three graduate credits, which meet many needs for educators including: permanent certification, salary improvement, professional growth, lifelong learning, and requirements for Act 48.





About Summer Institutes

Summer institutes provide educators and administrators with quality instruction, knowledgeable speakers and faculty, and strategies/techniques to take back to the classroom.

Institutes for educators are offered in an intensive one or two week-long format. Scheduled in the summer, institutes typically run Monday-Friday from 8 a.m.-4:30 p.m. for a total of 37.5 contact hours. Pre-and post-assignments are required of all institute participants.

Our institutes offer 3 graduate credits, most of which can be applied towards a Master's degree at Millersville University. Please check with your advisor to ensure credits can be applied toward your graduate degree.

This year's institute topics include: gifted, writing, foreign language, school psychology; and a travel trip to Puerto Rico for the Latino Language, Pedagogy and Culture Institute.

About Customized Training for Educators

Interested in on-site customized training for educators? Millersville University will work with you to design and deliver customized training to meet the professional development needs of your educators.

Recent training topics include Reading across the Curriculum, Differentiated Instruction, and English as a Second Language.

For more information about workshops, summer institutes, or customized training, please contact the EducatorSource program: 717-872-3030 or profdev@millersville.edu.



Finding a Workshop or Institute

Finding a Workshop to Meet Your Needs

You can search for a workshop by topic, county, or school district on the registrar's web schedule found online at www.millersville.edu/registrar/scheduleandregistration/index.php.

Workshops offered via distance learning can be searched for by clicking on "Search by Distance Learning." Some workshops are offered completely online via the Blackboard course management system. Others require some face-to-face meetings and some online work – this delivery format is referred to as "blended". To make sure distance learning is right for you, please visit our distance learning website at www.millersville.edu/gps/distancelearning/faq.php.

Descriptions of workshops can be found online at www.millersville.edu/gps/educators/workshops/index.php. Workshops are added to the web schedule from January through the end of March, so be sure to continually check the website for updates.

If your school district or intermediate unit is interested in hosting a Millersville University educator workshop, please contact our office at profdev@millersville.edu or 717-872-3030.

Finding Information about Summer Institutes

Summer institutes can be searched for under "Search by Graduate Courses" online at www.millersville.edu/registrar/scheduleandregistration/index.php. Summer institute details can be found online at www.millersville.edu/gps/educators/summer_inst.php.

Millersville University
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GRADUATE & PROFESSIONAL STUDIES



York County Educators:

Millersville University is Offering an On-Site Cohort Program in York County

M.Ed. in Language & Literacy and Reading Specialist Certificate

New Cohort Starts **Summer 2009** in York County. Classes held at **Dover Area School District**

Please contact the Office of Graduate and Professional Studies at Millersville University for more details – (717) 871-2053 or email profdev@millersville.edu. Or visit this website for cohort details: www.millersville.edu/gps/educators/off_campus_cohort_progr.php

www.millersville.edu/gps

Millersville University
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GRADUATE & PROFESSIONAL STUDIES



Harrisburg Area Educators:

Millersville University is Offering an On-Site Cohort Program in Harrisburg at the Dixon University Center

M.Ed. in Special Education
for Educators who already have their special education certification.

New Cohort Starts **Summer 2009** at the **Dixon University Center**

Please contact the Office of Graduate and Professional Studies at Millersville University for more details – (717) 871-2053 or email profdev@millersville.edu. Or visit this website for cohort details: www.millersville.edu/gps/educators/off_campus_cohort_progr.php

www.millersville.edu/gps

Process and Policy Information

Get Admitted Before You Register

If you have “in-active” status due to graduation or if you have not taken a workshop or graduate course at Millersville University in the past five years, first you will need to be admitted to the University as a non-degree student.

You can quickly and easily be admitted as a non-degree student by completing a short online form found at www.millersville.edu/futurestudents/graduate/nondegree.php. The online form will require a \$40 application processing fee. Once the form is complete and payment has been made, your admission request will be processed within 2 business days. You will receive notification of your admission status via email and you will then be permitted to register

for a workshop or institute.



How to Activate Your Accounts

At Millersville you will have 3 important accounts.

myVille – this account provides access to your email, the university portal, computer labs, printing and wireless network access (dorm internet access if you are a resident student).

MAX – this account provides access to registration, grades, transcripts and degree audits, Act 48 reporting information, bursar and financial aid.

Blackboard – this account provides access to the online course management system. You can activate all of your accounts in one place in just a few steps through any computer that has internet access.

Open an internet browser and go to: <http://myaccount.millersville.edu> and click “First Time Account Setup”

Step 1

Enter your M-Number

Enter your birth date in six digit format
ex. 060686

Enter your home Zip code



Step 2

Choose a myVille password - must be a minimum of 6 characters long and contain at least 2 of the following: lower case character, UPPER case character, number, special case character (!,@,\$...)

Retype to verify

Step 3

Set your MAX pin number – must be 6 digits (letters and/or numbers)

Retype to verify

Step 4

Select a security question – in the event that you lose/forget your password the secret question will allow you to reset your password

Type the answer

Retype to verify

Check your Millersville email account for updates, billing information and instructions.

Summer Session One

May 11-June 5

Summer Session Two

June 15-July 17

Summer Session Three

July 20-August 21

How to Register for a Workshop or Institute

All students register online via the MAX registration system at www.millersville.edu under the “Portal Buttons” section. The information you will need for registration includes: the summer session for which you are registering (one, two, or three), the course reference number (CRN), the course and section number (i.e. EDW 647.50), and your M-number and PIN number. Your PIN number is a 6 digit alphanumeric code determined by you when activating your accounts.

How to Pay for a Workshop or Institute

Paper bills are not mailed to students; rather each student will receive an electronic bill sent to their Millersville University email account. All students can pay for their courses via the MAX system. Payments accepted include e-check (electronic check) or credit card (American Express, Discover, or MasterCard). Please note that all payments made by



credit card will require a convenience fee. E-check payments are not charged a convenience fee.

School districts that are paying the tuition for their educators may submit a letter directly to Millersville University outlining the specifics of payment. For more information or for a sample letter, please contact the EducatorSource program at 717-872-3030 or profdev@millersville.edu. Please note that the school district letter must be submitted directly after registration occurs in order for the student to be billed only for the fees.

How to Drop a Course or Obtain a Refund


Students who drop a workshop via the online MAX system must do so prior to 5 p.m. on the day prior to the first day of the workshop in order to be eligible for a 100% refund. Students who drop a workshop before 5 p.m. on the work day following the first class meeting will receive a 90% refund. There are no refunds thereafter.

Students who drop an institute via the online MAX system must do so prior to 5 p.m. on June 14, 2009 in order to be eligible for a 100% refund. Students who drop an institute on or after June 15, 2009 will be charged a \$165 non-refundable fee. This institute fee helps cover costs of the institute already incurred. Those that drop the institute after the institute has already begun will not receive a refund of any kind. Please note that the PA Latino Language, Pedagogy & Culture Immersion Institute has a separate refund schedule which can be accessed online at www.millersville.edu/gps/educators/summer_inst.php - click on PA Latino Language, Pedagogy and Culture Immersion Institute.



Millersville University
SEIZE THE OPPORTUNITY

GRADUATE &
PROFESSIONAL STUDIES



Earn **required credits** for your **Instructional II Certification** in **one semester** with **Millersville's Advancement Program (MAP)** in Education.

- ☞ Take **2 courses** and earn required **Chapter 49-2 credits**
- ☞ Earn credits toward an **ESL Certificate**
- ☞ Credits meet your **Act 48 requirements**
- ☞ **Credits earned** count in Millersville's M.Ed. Special Education and Language & Literacy Programs

Classes offered in 3 locations:

- ☞ **York**
- ☞ **Harrisburg**
- ☞ **Lancaster**

Courses offered in **flexible formats:** accelerated weekends, online, and blended.

More Information at:
www.millersville.edu/gps/educators/programs/map.php.
Contact profdev@millersville.edu or 717-872-3030 for details.

Information about Grades, Transcripts, and Act 48

All workshops are graded on a pass/fail basis; no letter grades are given. Credit earned in workshops cannot be applied towards graduate degree programs at Millersville University. All institute participants will earn letter grades and credits earned can be applied toward some graduate degree programs at Millersville University. Always talk with your program advisor prior to registering for a workshop or institute.

If you are a Pennsylvania educator and you wish to report courses you have taken at Millersville to the Pennsylvania Department of Education (PDE) in compliance with Act 48 requirements, you may do so. Millersville's guidelines for educators to report course information to PDE are as follows:

- Initiate the Act 48 reporting request by signing on to the MAX web system and identifying the courses you want us to report.
- You may report as many MU courses as you wish to PDE.
- Only credit-bearing courses that have been successfully completed since January 2000 may be reported; **if you are currently enrolled in a course, wait until the course is graded to report it.**
- When you finish processing your course selections, a confirmation message will be displayed on your screen - print a copy for yourself and for your school district or employer.
- Millersville will transmit the course data directly to PDE on your behalf.
- PDE determines which courses apply and will accept only courses taken within the dates listed for your Continuing Education period, as posted on your PDE web record.

For complete information on accessing grades, requesting a transcript, or reporting Act 48 information, please visit this website www.millersville.edu/registrar/gradesandrecords/index.php.



Special Interest Graduate Courses

Link to Liberty: Connecting Pennsylvania and American History

(HIST 510.54)

At the Dixon University Center in Harrisburg, July 13-17

Supported by a Teaching American History grant, “Link to Liberty” examines the interconnection of Pennsylvania and United States history from colonial times to the present. Visiting scholars will work with educators to explore aspects of Commonwealth and national history and culture, using Pennsylvania as a context to study the changing cultural, political, economic and social realities of American life. Educators will develop a richer interdisciplinary perspective on the past, while mastering new ideas and teaching strategies. This course follows a colloquium format that includes presentations by eminent scholars, group discussions, and then small group working sessions and will be of interest to anyone teaching social studies at the elementary or secondary level. Because of provisions in the Teaching American History grant, enrollment preference will be given to educators in designated school districts. This course offers 3 graduate credits, applicable towards Act 48 requirements. Visit www.millersville.edu/gps/educators/summer_inst.php for more information.

EDW 697 Building a Culture of Peace in the Classroom

June 27-July 5 in Ireland

Join Dr. Dominic Scott on this study abroad symposium to discover how peace education has contributed to reconciliation in Northern Ireland. This course offers 3 graduate credits, applicable towards Act 48 requirements. For more information, contact Dominic.Scott@millersville.edu.

EducatorSource Program Information



Program Website:
www.millersville.edu/gps/educators

Location:
Lyle Hall at Millersville University

Office hours:
Monday-Friday, 8 a.m.-5 p.m.

Phone:
1-888-682-5277 or 717-872-3030

Fax: 717-871-2022

Email: profdev@millersville.edu

Registration Website:
www.millersville.edu/registrar/scheduleandregistration/index.php



Frequently Used Telephone Numbers

Billing and Payments:
Bursar's Office – 717-872-3641

Act 48 Reporting, Grades and Transcripts:
Registrar's Office – 717-872-3035

Textbooks:
University Store – 717-872-3716

Library: 717-872-3612

*Note that most University offices are open
Monday-Friday, 8 a.m.-5 p.m.*

Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities—Dr. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Patrick C. Weidinger, Director of Safety and Environmental Health, Dilworth Building, 717-872-3017.