Master of Education in Curriculum & Instruction (MED)
Master of Science in Career and Technical Education (MSCTE)
Ferris State University
College of Education & Human Services
School of Education

EDUC/ECTE 595
Content/Instructional Workshops & Seminars Request Form

This course is designed to allow students to participate in courses, workshops, and seminars offered by universities, colleges, technical societies, professional organizations, or business and industry to improve their content/instructional skills in their subject-area major or minor. The student will be required to write a scholarly paper on the workshops/seminars attended (see attached guidelines).

Prior to enrollment in EDUC/ECTE 595, this request form must be completed by the student and signed by the student’s advisor.

A minimum of 15 clock hours is required for each semester hour of credit. This does not include meals and social events unless there is a Keynote speaker.

The completed and signed form should be returned to Bishop 421.

1. Activity Type:
   - Short Course
   - Seminar
   - Workshop
   - Regularly Scheduled Course
   - Conference
   - Other:

2. Title: ________________________________________________________________

3. Activity Sponsor: ________________________________________________________

Date(s): ______________________ Time: _____________________ Place: _________________

4. Activity Content (you may attach an agenda or brochure):

___________________________________________________________________________

5. Current Student Contact Information:
Student Name (print) _________________________________ SID# ___________________

Student Address_____________________________________________________________

Telephone No._____________ E-mail(print)_______________________________________
6. Signatures:

Student Signature: ___________________________ Date: __________________

Graduate Program Coordinator Signature: ___________________________ Date: __________

Number of credits seeking: ______ Semester/Year __________________

Number of credits approved for activity _____ Semester/Year ________________

Comments: __________________________________________________________

________________________________________________________________________

Please return completed application to:

Ferris State University
School of Education
Graduate Program Coordinator
1349 Cramer Circle, BIS 421
Big Rapids, MI 49307
Content/Instructional Workshops & Seminars Final Report Guidelines

1. Five typewritten pages
   a. include a title page

2. Introduction:
   a. specifics on dates, times, and location of the event
   b. a detailed discussion on the importance and relevance of the event
   c. specifics on why this event was selected

3. An Overview/Summary:
   a. a discussion of major concepts/ideas

4. Applications/Use of Information:
   a. a description of how you will use the information/material

5. An Evaluation:
   a. evaluation of the content, presenters, and overall event

6. Appendix (optional):
   a. relevant attachments or handouts
   b. submit verification of attendance at workshop/seminar with paper