**COLLEGE OF EDUCATION**

**PLU WORKSHOP/COURSE PROPOSAL**

**Date:**

**Directions:**

(1) Complete the information below.

(2) Attach the [Plan for Professional Learning for](http://coe.georgiasouthern.edu/PLUplanformat.doc) the workshop

**Return to**: **P.O. Box 8137**, CATES Office

or to COE Associate Dean for Graduate Education and Research

(3) Attach Vitae (or biographical sketch), if not Georgia Southern faculty

(4) After Dept. Chair’s sign-off below, submit this form w/attachments to COE Assoc. Dean, c/o CATES, P.O. Box 8137

(5) The workshop proposal will be reviewed by the College of Education

(6) The contact person/instructor will be notified by the COE Associate Dean’s office when approval is received.

Arrangements for the workshop may be coordinated by Workshop/CATES Coordinator in conjunction with Georgia Southern University’s Continuing Education division (if appropriate).

**Workshop Title:**

**Instructor:**

**Dept./Organization:**

**Proposed Dates of Workshop:**

**Total Contact Hours:**

**PLU credits to be earned:** (1,2,3,4,or 5)

(Note: *10 actual clock hours of formal instruction are needed for 1 PLU credit; maximum 8 contact hours of instruction are allowed per day. Contact hours shall not include activities required for on-the-job assessment or mastery verification or non-class time to develop or produce class assignments.*)

**Will this workshop simultaneously be offered as a Graduate Credit Course?** Yes

No

If “yes”, PLU students must complete a Professional Learning Unit (PLU) Application Form and must complete all of the requirements and assessments that the graduate Credit students are required to complete. **NOTE**: This approval is only for offering PLUs, not for offering graduate credit. Consult your department chair regarding the approval process for granting graduate credit.

**Minimum number of participants needed to carry PLU class: Maximum number of participants:**

(if applicable, *Salary may be based on number of participants and number of PLU credits offered*)

**Prior Approval for PLU Credit:** Before individuals employed by a public school system are allowed to participate in a workshop for PLU credit, the participant seeking PLU credit must turn in to Georgia Southern a signed “Prior Approval form” which indicates that his/her public school system approved his/her participation in the workshop for PLU credit. A Prior Approval form is available online at: <http://coe.georgiasouthern.edu/PLU_PriorApprovalForm.pdf>The workshop organizers will need to inform participants prior to the workshop and then collect the Prior Approval Forms from participants. (initial your agreement to inform participants and to collect these forms.)

**Participants’ deadline to register:**

**Location preferred:**

**Workshop description for brochure/flyer (if COE is to help advertise):**

**Approvals**:

**Instructor’s Signature/date**

You Need to Attach:

Plan for Professional Learning

Vitae (if not Georgia Southern faculty)

(Rev.1/6/15)

 Date:

**Instructor’s Dept. Chair or Div. Director**

 Date:

**COE Dean/Assoc. Dean for Graduate Education**