

Computers & Writing 2009

Continuing Education Credit

What counts for verifiable hours:

- Town Hall and Keynote sessions
- Concurrent sessions
- Workshops
- Graduate Research Network sessions

What does NOT count for verifiable hours:

- Social events
- Visiting exhibits
- Meals and receptions

If you picked up the Verification of Attendance form after attending any sessions, please include a copy of the first page of your notes from any sessions for which you do not have the presenter's signature on your verification form.

How to receive Continuing Education Units

1. Pick up this Continuing Education Credit packet at Registration or in the Exhibit Hall.
2. Attend as many conference sessions as you want. Keep track of your attendance by filling in the Verification of Attendance form (in the program book or in this packet) and asking the presenter (or a room attendant at plenary sessions) to initial in the space next to the session name. Round up to the nearest half hour when recording time (i.e. a 75-minute session or a 90-minute session both count as 1.5 hours).
3. After the conference is over, write a 2- to 4-page paper reflecting on what you have learned from attending the conference. Think about how the sessions you attended are related both to other sessions and to your own experiences as a teacher.
Write a two-to-four-page paper, which should a) synthesize the sessions you attended (do not summarize every session), and b) explain how the information gained at these sessions will help you professionally.
Please type your paper, using a 12-point font and double-spacing.
4. Fill out the UC Davis Extension course registration form completely. Include your credit card information or attach a check payable to *UC Regents*.
5. The paper and forms will not be returned to you. Please make a copy for your personal records before submitting everything.
6. Mail everything (Verification of Attendance form, reflection paper, UC Davis Extension course registration, and payment) in one envelope to Betsy Gilliland **no later than July 8, 2009**. Late registration packets will not receive credit.
7. Grade will be reported in August 2009. If you have any questions about your transcript or grade report, please contact UC Davis Extension program representative Sarah Ruano at 530-654-5945 or ssruano@ucdavis.edu.

All requests for Continuing Education Credit should be mailed to:

Betsy Gilliland
4141 Cowell Blvd. Apt. 57
Davis, CA 95618

UC DAVIS EXTENSION

PROFESSIONAL AND CONTINUING EDUCATION

INDIVIDUAL STUDENT ENROLLMENT FORM

Computers & Writing 2009 Conference

1333 Research Park Drive
Davis, CA 95618
Email: educationinfo@unexmail.ucdavis.edu
WEB SITE: www.extension.ucdavis.edu

Must complete all course requirements

Dates: June 18 – 21, 2009

Please check the number of CEUs you are requesting:

1 CEU non credit (091EDC950) \$100

2 CEU non credit (091EDC951) \$140

Must attend all 10 or 20 hours
(1.0 CEU: 10 hours for each 10 hours of attendance)

Sponsor/Organization: Computers & Writing

INSTRUCTIONS

Complete this application and send it along with a check or credit card information made payable to *UC Regents* for the amount of \$100 for 1 CEU OR \$140 for 2 CEU's. There is a separate \$6 fee for a transcript. You may include the transcript fee with your payment.

Submit completed form and payment to:

Betsy Gilliland
4141 Cowell Blvd. #57
Davis, CA 95618

Information

Please print

1. Name:		
2. Street Address:		
City, State, Zip:		
3. Home Phone ()		Work Phone: ()
4. Email Address		
5. Do you want to receive emails about our programs?		YES NO
6. Social Security Number:		
To take advantage of the Taxpayer Relief Act, please provide your social security number.		

Payment by check:

Please attach your check with your name, and the amount authorized (including course and transcript fees) to this form.

Payment by credit card

Name on card:	Type of card:
Card number:	Expiration date:
CEU fee: \$	Transcript fee: \$
TOTAL: \$	

Authorizing signature: _____

Note: As every district/county has different policies regarding the application of academic credits for salary advancement, you will need to verify with your district the procedure for approval. UC Davis Extension has no responsibility for course credit approval for a school district or county office. After payment has been submitted, refunds are not approved. No exceptions.

* Note: If you cannot get the presenter’s initials (because the session is too large, because you have to run to another session, etc.), please include either a copy of the first page of a handout from that session OR a 1-paragraph summary of the session when you send in this form. Please do not send the entire handout.

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Please send all materials by July 8 to:
Betsy Gilliland
4141 Cowell Blvd. #57
Davis, CA 95618

OR Scan all forms as pdf files (including a signature on the UC Davis Extension registration form credit card information) and email to bgilliland@ucdavis.edu by July 10.