



## [Minnesota Early Intervention Summer Institute 2017 -](#)

### [Frequently Asked Questions](#)

#### [How many sessions will I be able to attend at the Summer Institute?](#)

The Minnesota Early Intervention Summer Institute not only offers you best-practices for you to use with young children and families, it uses best-practices in adult learning in its design! Rather than offering many short sessions over the course of Tuesday and Wednesday, Summer Institute participants ***choose only one topic session, and attend this session over the course of both days.*** This provides an opportunity for deep, focused learning.

#### [Why only one session during both days?](#)

Research has shown that adults not only learn better, but are far more likely to change the attitudes and beliefs that support and drive professional practices when given more time with a subject. The sustained focus of two days gives students the chance to more effectively build new knowledge and consider application. You'll leave the Institute equipped with new skills and practices you can immediately apply within your work!

#### [What are my payment options?](#)

The registration system accepts credit card payment only. Checks and purchase orders may not be used.

### [Are scholarships available?](#)

No; the Minnesota Early Intervention Summer Institute is made available through a generous grant from the Minnesota Department of Education for early childhood special education practitioners and their cross-sector partners living and/or working in Minnesota. The registration fee reflects heavy subsidies. Participant costs associated with the Summer Institute, including food and lodging, are covered by the grant. No other funding beyond this contribution is available.

### [I'm not a Minnesota resident. May I attend the Summer Institute?](#)

If you are a practitioner living and/or working in Minnesota, you may register for the Summer Institute and pay the subsidized rate of \$200.00 - early bird rate / \$225 – standard rate. If you wish to attend but do not fall into these categories, you must pay the unsubsidized rate of \$500.00. Please contact Deb Ottman at 612-624-7395 or [dottman@umn.edu](mailto:dottman@umn.edu) for more details.

### [My district must approve my request to attend before I may register. What should I do?](#)

You are responsible for working out the details with your business office internally. We will accept a personal or business credit card as payment. Should you wish to register before being approved, but discover you must cancel your registration, you may do so by **Friday, May 19, 2017, 11:59 CST and receive a full refund, less a \$25.00 processing fee.** *There will be no refunds offered after this date.*

### [Can I view my session choice after I complete my registration?](#)

The confirmation will not state your session choice. If you would like to confirm your session choice, please email Karen Anderson at: [ander352@umn.edu](mailto:ander352@umn.edu) with your request.

[Can I change my session or rooming choice after I complete my registration?](#) Assuming space is available, you are welcome to change your session choice or rooming request once you have registered.

### [How do I cancel my registration?](#)

To receive a full refund, less a \$25.00 processing fee, the cancellation deadline is **11:59 PM CST on Friday, May 19, 2017.** *There will be no refunds offered after this date.*

### [Is the Summer Institute a MNCPD Registry-approved training?](#)

Yes. Participants may submit their certificate to the MNCPD Registry following the Institute. A space is provided within the clock hours certificate you'll receive following the Summer Institute for you to provide your Develop number prior to submission.

### Will I receive clock hours?

You'll receive a certificate for either 12 general or Administrative clock hours. The certificate will be awarded electronically, following the Institute. A link to access the downloadable certificate will be found at the end of the Institute evaluation. The evaluation will be emailed to you at the conclusion of the Institute.

### Is there a fee for the clock hours?

There is no additional fee for the 12 clock hours earned; it is included within your registration fee.

### May I receive academic credit for attending the Summer Institute?

Yes, you may! You may register to receive one graduate credit offered through the College of Education and Human Development (CEHD) at the University of Minnesota - Twin Cities.

In addition to the \$225.00 registration fee (Early Bird rate of \$200.00), applicants must pay a special tuition rate of \$135.00 separately to the University of Minnesota.

It is important to note that you will earn FILOT professional development credit (**FEE IN LIEU OF TUITION**). This credit is designed with the same depth and rigor of typical academic credits, but is intended for those needing professional development. This credit is designed for:

- non-degree-seeking students in need of academic credit for lane changes
- for-credit continuing education used to maintain licensure
- any degree-seeking student from a College or University *other* than a University of Minnesota student seeking academic credit.

For this last type of student, the credit may be transferred and applied to a degree, but requires the student to seek approval from his or her school. Please note that the option to apply the credit to a degree is not open to University of Minnesota students currently enrolled in a degree program.

The credit is conferred through the College of Education and Human Development (CEHD) and carries the designator "CPSY." The designator "CPSY" stands for Child Psychology, as

CEED's academic home is the Institute of Child Development at the University of Minnesota. Students will still have an official transcript that resides in the Registrar's office. The credit will be earned within the University of Minnesota's (UMN) summer session. Grades will be posted and transcripts made available at the close of UMN's summer semester.

Please contact Deb Ottman at [dottman@umn.edu](mailto:dottman@umn.edu) or 612-624-7395 if you have any questions.

### **How do I apply and pay for credit?**

To apply for credit, first register for the Minnesota Early Intervention Summer Institute. Students must download, fill out and send in the Request for Graduate Credit form without payment. *The form may be found here.* CEED will submit your completed registration form to UMN's registrar. You will be billed the \$135 tuition fee by UMN via email. ***Registration forms must be received by Monday, June 5, 2017.***

### **What must I do to receive academic credit?**

All students seeking credit will be asked to write two substantial reflection pieces covering Days 1 & 2 of their Summer Institute session. Students seeking a "B" will be asked to complete one additional assignment based on their session's readings; students seeking an "A" will be asked to complete two additional assignments. Readings will be available online via Moodle a few weeks prior to the Summer Institute.

Assignments must be completed and submitted via Moodle by **Monday, June 26<sup>th</sup>, 2017, 11:59 p.m.**

### **What's Moodle?!**

Moodle is the course management system used by the University of Minnesota. It is a password-protected site accessed via logging in. You will need a computer or mobile device and access to the internet to get in to the site. We use Moodle to house all the Power Point notes, articles and handouts your session instructor will use to support his or her instruction.

Once you are registered and the materials have been posted to Moodle, you will receive

detailed instructions on how to access the site. We also have a live person at CEED to help you with any difficulties you may encounter. Please contact Karen Anderson at [ander352@umn.edu](mailto:ander352@umn.edu) with any questions.

### **What materials do I need to bring to my session?**

Session materials may be accessed two weeks prior to the Summer Institute via Moodle. You will receive directions on how log in to Moodle once the readings and handouts are available. Because we support environmental responsibility and have taken steps to reduce our use of paper, please note that **these materials will not be printed for you. Please plan to read articles and handouts online and/or print them prior to the Institute.**

**Students are also strongly encouraged to bring laptops, tablets, or Ipads in order to access these materials throughout the Institute.** St. John's offers free wireless access.

### **What meals are included in my registration fee?**

All meals during the Summer Institute are covered. These include:

**Tuesday:** Breakfast, lunch, dinner, AM and PM breaks, optional dessert reception

**Wednesday:** Breakfast and lunch, AM break

### **Is lodging included in my registration fee?**

Yes; your registration fee covers accommodations for an X-long twin bed in a double-occupancy, non-air conditioned room in a St John's University dormitory for Monday, June 19<sup>th</sup> and Tuesday, June 20<sup>th</sup>. Please note that these accommodations are in freshman dorms.

You may request a roommate if electing to stay in a double room. If you elect to stay in a double room and do *not* indicate a roommate, one will be assigned to you.

You may pay an additional minimal upcharge per night for single and/or air-conditioned rooms. Baths are shared. Rooms come with: sheets, blanket, pillow, bath towel, hand towel, face cloth, and a bar of soap. Please refer to the list of supplemental [Suggested Supplies](#) to bring, which may add to the comfort of your dorm stay.

You are not obligated to stay in the dormitories, and may make arrangements for your own lodging. Please note the *registration fee will not be adjusted*. St. Cloud, MN has many lodging choices. It is a 25-minute commute to campus. We have secured a limited number of rooms at

the Holiday Inn Express in St. Cloud. These non-smoking rooms, with two queen beds, are being held through May 21, 2017 at the guaranteed rate of \$84.99 + tax per night. Call 320 – 240 - 8000 if you wish to make a reservation. If you make a reservation after May 10<sup>th</sup>, the special rate will be honored, but the hotel cannot guarantee double rooms will be available.

### [What time should I check in to the dorms?](#)

You may check in any time on Monday. Please go to the Events Office, located on the parking lot side of Mary Hall, lower level. The office will be fully staffed until 10:00 PM Monday, and staff will be on-call 24 hours/day if you must arrive late.

*NOTE: If arriving after hours, the doorbell to alert staff is located inside the building vestibule, on the opposite side of the parking lot entrance, at the same end of the building.*

Please leave your luggage in your car during check-in to keep common areas clear and safe for all.

**Summer Institute Early Check-in** is open on Monday evening from 5:00 PM – 9:00 PM in Mary Hall, across from the Events office. Institute folders and nametag/meal passes will be available.

### [Where can I park?](#)

Parking is available behind Mary Hall and by the tennis courts. You must register your vehicle with the Events Office. This can be done when you check in to your room.

### [Have more questions?](#)

Please contact Deb Ottman at [dottman@umn.edu](mailto:dottman@umn.edu) or 612-624-7395.