

Student Name _____ Date _____

ID# _____ Email Address _____ Phone _____

Coursework

COURSE REQUIREMENTS	TRANSFER	TERM	GRADE
REQUIRED COURSES (10 credits)			
• OLPD 5201—Strategies for Teaching Adults (3 cr)			
• OLPD 5374—Leadership for Professional Development (4 cr)			
• OLPD 5501—Principles and Methods of Evaluation (3 cr)			
ADDITIONAL COURSEWORK (With certificate program faculty approval, students choose and complete 2-5 credits of coursework focusing on a topic that interests them. Students can complete this requirement in one of two ways.)			
<p>Independently Designed Study or Project: OLPD 5095 Students submit a proposal for an independently designed study or project to the certificate coordinator for approval by submitting the Proposal for Independent Study or Project as Elective Option [PDF]. Examples of independently designed studies or projects include:</p> <ul style="list-style-type: none"> • Comprehensive site-level design for staff development, including learning, implementation, and evaluation components • Evaluation of a current staff development or curricular initiative • Internship focused on staff development research, policy, or practice with personnel in school districts, state departments, or higher education • Individualized study or research review of a staff development-related topic • Attendance at a national conference with documentation, reflection on learning, and specified follow-up application 			
• OLPD 5095—Problems: Organizational Leadership, Policy, and Development (1-3 cr)			
•			
•			
<p>Focused Elective Coursework In consultation with the certificate coordinator, students can choose elective coursework that aligns with individual interests and best practices in the staff development field. Students may choose from the wide range of offerings at the University of Minnesota, including coursework with the following course designators:</p> <ul style="list-style-type: none"> • Curriculum and Instruction (CI) • Educational Psychology (EPSY) • Organizational Leadership, Policy, and Development (OLPD) • Public Affairs (PA) • Sociology (SOC) <p>The certificate coordinator must approve elective coursework. Courses taken before formal admission into the program may be accepted as program credits at a later date. Relevant graduate coursework from other graduate institutions may be approved to fulfill the elective requirement after review of relevant course syllabi. However, all coursework must have been taken within seven years from the date of program completion.</p>			
•			
•			
•			
TOTAL CREDITS (A minimum of 12-15 total credits is required.)			

PD Certificate Coordinator (print): _____

PD Certificate Coordinator Signature: _____

Date: _____

Course requirements for degree programs and processes for completion of degrees may change at any time by action of the faculty. Program requirements may change from year to year so it is your responsibility as a student to follow the correct curriculum from the time you were admitted and be aware of any changes throughout your program. If you have any questions, please contact your adviser.