

**PROFESSIONAL DEVELOPMENT MANUAL**  
**GUIDE FOR COURSE DEVELOPMENT**

**THE CITADEL**

**OFFICE OF THE DEAN**  
**COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES**

**JULY 2003**

## TABLE OF CONTENTS

Introduction .....	3
Philosophy .....	3
Distinction Between Professional Development Courses and Continuing Education Courses .....	3
Student Status .....	3
Requirements for an Approved Professional Development Course .....	4
Instructor's Qualifications .....	4
Instructor's Curriculum Vitae .....	4
Course Scheduling .....	4
Course Syllabus .....	5
Availability of Library and Technology Resources .....	5
Student Access to Faculty .....	5
Course Evaluation .....	6
When to Submit a Proposal .....	6
Approval and Implementation of Distance Education Courses .....	7
Responsibilities of the Educational Institution Proposing the Course .....	7
Responsibilities of The Citadel .....	8
Attachments	
A. Criteria for Approval of Professional Development Courses	
B. Professional Development Course: Syllabus Format	
C. Professional Development Course: Format for Instructor's Vitae	
D. Instructor's Evaluation of a Professional Development Course	
E. Citadel Resources Available to Students Enrolled in a Professional Development Course	
F. Criteria for Approval: Distance Education Professional Development Courses	
G. Syllabus Format for Distance Education Professional Development Courses	

## INTRODUCTION

This manual is a guide for school district personnel wishing to propose a Professional Development Course to The Citadel. It sets forth the standards, as outlined in the “Criteria for Approval” (Attachment A - FYI) for Professional Development Courses, that must be met in order for a course to be approved for graduate credit. These include instructor qualifications, course requirements, and access to library and technology resources. Each requirement must be met prior to a course being approved for graduate credit.

### *Philosophy*

The Citadel is committed to serving the learning needs of education personnel and members of other organizations and agencies through a variety of programs. Professional Development Courses (PDC) are one means of doing so. These courses are typically designed to provide teachers, other education personnel, and employees of other organizations with current, and generally applied knowledge and skills not typically available in a graduate degree program. In general, the distinction between a graduate degree course and a PDC is that a graduate degree course is focused on developing the theoretical framework of the discipline. A PDC assumes a working knowledge of the appropriate framework and focuses on a specific application that enhances the student’s ability to apply theoretical knowledge.

### *Distinction Between Professional Development Courses and Continuing Education Courses*

A PDC is a course that earns the successful student a specified number of graduate credits (usually 3). Credits earned through PDCs are not accepted for meeting graduate degree requirements at The Citadel. The Citadel, therefore, cannot revalidate Professional Development Courses. Continuing education courses earn no graduate credit and are not accepted in a degree program. In general, PDCs are more rigorous, time-consuming, and demanding than are Continuing Education Courses.

### *Student Status*

A student who takes a Citadel PDC is not, by virtue of doing so, admitted to The Citadel’s College of Graduate and Professional Studies. Admission to a Citadel graduate degree program is by separate application and requires submission of a prescribed set of application materials. These materials can be obtained by calling 843-953-5089.

## **REQUIREMENTS FOR AN APPROVED PROFESSIONAL DEVELOPMENT COURSE**

Because PDCs earn graduate credit and are accepted by some institutions toward a degree program, the requirements for the courses are those that must be met for an on-campus graduate degree course. These requirements include the following:

### ***Instructor's Qualifications***

Normally it is expected that the instructor will possess the terminal degree in his/her discipline. If the instructor does not possess the terminal degree, a combination of academic qualifications, professional experience, and specialized training in the course content must be documented prior to the course being approved. In no case will an instructor be approved who does not possess a minimum of a master's degree and extensive professional experience plus specialized training in the course content.

It is the responsibility of the submitting educational institution to document that the proposed instructor meets The Citadel's requirements to teach a graduate level course. This documentation must be provided in the instructor's vita with additional documentation provided if necessary. The qualifications of the proposed instructor will be reviewed by the Professional Development Course Committee, consisting of faculty members and the Dean of the School of Education.

Each instructor of a PDC is considered an adjunct faculty member of The Citadel. An abridged version of The Citadel's *Adjunct Faculty Manual* will be provided to each instructor.

### ***Instructor's Curriculum Vitae***

Each proposed course must contain the instructor's vita, plus any additional documentation necessary. Please see Attachment C for the items that must be included in each vita.

### ***Course Scheduling***

It is recognized that there are appropriate formats to teaching graduate courses other than the traditional three hours per week for 15 weeks. However, it is required that a minimum of 45 hours of instructional time be scheduled for each course. It is the responsibility of the submitting educational institution to justify the course format as appropriate for meeting the course objectives.

The Citadel requires that all courses following a non-traditional class schedule must adhere to the Southern Association of Colleges and Schools requirement that

“courses offered in non-traditional formats, e.g., concentrated or abbreviated time periods, must be designed to ensure an opportunity for preparation, reflection and analysis concerning the subject matter. At least one calendar week of reflection and analysis must be provided to students for each semester hour of graduate credit awarded.”

For example, if fewer than three weeks of coursework are proposed for a three-credit hour course, other means must be planned to ensure continuous and sustained instruction, reflection, and analysis over the remaining week(s) or beyond, through such means as scheduled on-line discussion groups: specific, required postings to a Web site for critique and commentary by the instructor and/or students enrolled in the class; instructor visits to student classrooms for observation and conferencing; and regular scheduled feedback on student projects.

The important element of this requirement is that the course be designed and scheduled to ensure sufficient time for the students to master the course content and meet the course requirements. Courses that do not follow the traditional format or the aforementioned three-week format will be considered on a course-by-course basis.

### ***Course Syllabus***

Each proposed course must contain a syllabus. Please see Attachment B for instructions concerning this item.

### ***Availability of Library and Technology Resources***

Each site that hosts a Citadel PDC must provide access to adequate library resources and technology resources, if appropriate for the course.

Access to library resources is critical for effective graduate education. The Citadel is fortunate to have most of its library resources available on-line. Students may also request inter-library loan material on-line. The contents of more than 600 full-text journals are available on-line.

It is the responsibility of the submitting educational institution to document how students will have access to appropriate library resources. If requested and if feasible, a representative of The Citadel library will attend a class session to explain how to access the library's resources. If the class involves the application of technology, computers, or multi-media. The submitting educational institution must document that sufficient equipment is available for each student.

### ***Student Access to Faculty***

Each PDC student may request assistance from faculty members in his/her discipline. Attachment E Provides the telephone numbers, e-mail addresses, and fax numbers of each Citadel department head, along

with other relevant information. Department heads may be contacted for consultation regarding appropriate faculty members in particular areas. If the name of a particular faculty member is known, his/her telephone number and e-mail address are listed in The Citadel's telephone directory or may be obtained by calling the College of Graduate & Professional Studies at 843-953-5089.

### ***Course Evaluation***

A number of steps are involved in the course evaluation process. These are described in the following comments.

1. **Course Approval Process.** Each proposed course is reviewed to assure it meets The Citadel's requirements. Any course that does not meet all requirements will not be approved.
2. **Student Evaluation Requirements.** Each proposed course syllabus will be examined to ensure that it contains appropriate methods for evaluating student learning. Those that do not will not be approved.
3. **Student Evaluation of Instruction.** Each PDC class must be evaluated by the students using The Citadel's Evaluation of Instruction form and questions.
4. **The instructor must complete and return the "Instructor's Evaluation of Professional Development Course" form (Attachment D).** The Professional Development Coordinator will provide this form.
5. **It must be understood by the submitting organization that a representative of The Citadel may make unannounced visits to a class for the purpose of evaluating it.**

### ***When to Submit a Proposal***

Since the Professional Development Course Committee reviews each proposal, and this can be a time-consuming process, proposals must be submitted at least one month prior to the planned starting date.

**APPROVAL AND IMPLEMENTATION  
OF  
DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT COURSES**

***Introduction***

The following guidelines shall be followed in reviewing and implementing all Distance Education Professional Development Courses (DEPDC). These guidelines apply for all methods of delivering a distance education course, including video and internet.

***Responsibilities of the Educational Institution Proposing the Course***

1. A request to offer a Professional Development Course, the course syllabus (Attachment G), and a detailed class schedule must be submitted to the Coordinator of Professional Development courses at least one month prior to the desired starting date of the course. There must be at least two “on-site” meetings with the instructor: 1) the first day of class, during which The Citadel’s registration should be conducted and 2) the final day of class, during which the Student Evaluation of Instruction should be conducted.
2. In addition to a vita (Attachment C) and transcript of the instructor’s highest degree, a complete description of the instructor’s experience and background in both the content area and in distance education courses must be provided. In cases where the instructor does not possess a terminal degree in the content area, this description will weigh heavily in the review process.
3. The request to offer a course through a distance education medium must provide detailed information on the following:
  - a. How students will be provided access to the instructor on a frequent and timely basis.
  - b. How students will be provided access to The Citadel Library and, through its off-campus web, access to its catalog and databases, its inter-library loan and article delivery services, and other library resources.
  - c. How students will be provided access to computer resources, if appropriate.
4. In cases of multiple sites, arrangements must be made for each site to receive the student evaluation of instruction forms and for the completed evaluations to be returned to The Citadel.

5. For courses with multiple sites, arrangements must be made for the administrative evaluation of the course to be completed at each site and returned to The Citadel.
6. The instructor must pay special attention to how students' work will be evaluated and returned in a timely manner. This must be completely described in the syllabus.

### ***Responsibilities of The Citadel***

The Citadel will review the requested course in an expeditious manner consistent with maintaining academic standards and in accordance with the "Criteria for Approval" (Attachment F-FYI) for Distance Education Professional Development Courses. This review will consist of the following:

1. A review of all submitted material will be conducted to ensure that it is complete. This will include a review of the proposed instructor's academic credentials and experiences. If the course is approved, the instructor will be granted adjunct faculty status.
2. A review by a technology specialist will be conducted to ensure that the course delivery, students' access to the instructor, and instructor's feedback method to students are technically feasible and appropriate.
3. The Dean of the School of Education shall have final approval on all proposed Professional Development Courses.