

Collaborative Partnership Process

The Professional Development Initiatives for Educators program at Saint Mary's University invites schools to form a Collaborative Partnership to offer graduate credit for the professional development opportunities provided in-district. We believe courses offered in **your** district at a reduced cost, related to relevant topics at **your** school, delivered by **your** teacher-leaders, provide a great opportunity for educators to engage and grow professionally.

Create a collaborative partnership by completing these 8 simple steps:

Step 1 Determine your professional development needs.

Step 2 Determine course(s) that will be offered.

Step 3 Complete and submit the “Course Request Form” for each course that is being offered—and for each semester a course is offered, at least 3 weeks before the start. When the course is set, you will receive a “Registration Information” sheet that will contain information for the learners to register online.

Step 4 Submit course syllabus or syllabi to Saint Mary's (See the guidelines for new and/or revised syllabi in the template provided).

Step 5 Submit instructor vita, transcripts, and licensure (Required for new instructors only).

Step 6 Have learners register online at pdi.smumn.edu. (Learners **must** register on or before the registration deadline listed on the registration information sheet provided.)

Step 7 Verify class list so that a grade sheet can be generated online.

Step 8 Submit grades via email to pdi@smumn.edu. and email a sample of coursework to the program office.

Additional instructor forms, course documents, and instructor resources are available from the GPDI office, to make this process flow smoothly.

Please contact the PDI Program Office at Saint Mary's toll-free at 1-877-218-4755 or via email at pdi@smumn.edu if you have any questions regarding this procedure.