

Guidelines for PDI Instructor Files & Vita

Many of the GPDI instructors are K-12 classroom teachers, pupil services personnel, or administrators. As part of the Collaborative Partnership, school personnel become approved instructors for Saint Mary's University School of Graduate and Professional Programs and deliver courses in their districts. Approved instructors are experienced educators, maintain a current professional license, and hold a Master's degree.

Become an approved instructor by completing the following process:

1. Submit a current vita (See guidelines included below).
2. Send a copy of transcripts (unofficial copies of undergraduate and graduate of degree bearing transcripts).
3. Submit a copy of Professional Licensure.
4. (This section is only for those instructors who will receive compensation from Saint Mary's University - not required for districts using Credit Option A).
Since the payroll packet includes several federal forms, the Human Resources department will contact you directly. You can expect to receive an email with the required forms that will need to be completed. It may require a notary's signature on the I-9 form. All Payroll forms will be sent back to H.R.

Complete a vita (professional resume) by including the following information:

- Name, address and phone
- Educational background
 - Include degrees earned, institutions granting degrees, and date degrees were earned
 - Include special training and/or other educational experiences
- Licensure
- Professional experiences
 - Include professional work experience that relates to your position, consulting, grant work from the past five years
 - Include organization and dates of employment/service
- Professional affiliations, and
- Listing of publications, presentations, and recognition
 - Include some detail of publication or presentation, title, organization, dates, etc.
- 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.

Send instructor documents to Peggy in any of the three ways indicated below.

- 1) Mail to: GPDI Program Office, Box 74
Saint Mary's University of Minnesota
700 Terrace Heights
Winona, MN 55987
- 2) Fax to: (507) 457-6624 Attn: GPDI Program
- 3) Scan and email to: pdi@smumn.edu