

STEP #1-BACKGROUND Creating Your Own Course

Receive Antioch University Seattle quarter credit for work you plan on doing to improve your classroom teaching. Use travel learning to expand your personal and professional knowledge and receive university credit.

Enrich your classroom curriculum and provide fresh, exciting materials for your students. You choose the subject matter and the scope and length of your project. Teachers in the past have completed projects in many subject areas, for example:

- Language immersion
- Math/Science manipulatives
- Music curriculum
- Multi-age classrooms
- Inclusion
- Local, US, international history
- Writing, producing plays
- New P.E. units
- Differentiated Instruction
- Art history of foreign cultures
- Collaborative curriculum planning
- Preparation Strategies for WASL testing
- Grant writing
- Ecology studies worldwide
- Reducing school violence
- Writing Technology Curriculum
- Writing poetry/children's books

Our Customized Independent Study (CIS) Program will provide you with a simple, academically sound structure for using your travel or other professional projects to obtain Antioch University Seattle (AUS) credit. Customized Independent Study (CIS) courses are self-paced, allowing you to begin at any time with up to one year to complete. You may choose 400 level (upper division work) or 500 level (post-baccalaureate work). Check with your district to determine if 500 level work is required for your salary advancement.

About The Heritage Institute

Since 1978, The Heritage Institute (THI) has provided continuing education for K-12 educators, each year offering field studies, workshops and independent study courses to teachers in Washington, Oregon, Montana and Idaho, and independent study courses to teachers around the U.S. and the world. All courses are offered for AUS continuing education, quarter credit. If you would like a catalog of our regular courses, please contact us at 800/445-1305, or locally at 360/341-3020 or via email to [customerservice \[at\] hol.edu](mailto:customerservice@hol.edu) and be sure to visit our web site www.hol.edu.

Getting Started: Here's How to Proceed

- Read through these pages.
- Determine the focus of your work, course title, number of credits you want to earn, course discipline, and whether your course will be at the 400 level or at the 500 level.
- Check out the sample Work Plan Proposals which you will use to create your own Work Plan Proposal.
- Once you have this information you are ready to register.

How to Register

- You can register any time of the year.
- Download and complete the [CIS Registration Form](#), sign it, and include your payment (check, Money Order, Visa, MasterCard or school district PO)

Fee Schedule:

2 Quarter Credits [semester equivalent = 1.33 credits]	400 Level 500 Level	\$195 \$195
3 Quarter Credits [semester equivalent = 2.00 credits]	400 Level 500 Level	\$285 \$285
4 Quarter Credits [semester equivalent = 2.66 credits]	400 Level 500 Level	\$365 \$365
5 Quarter Credits [semester equivalent = 3.33 credits]	400 Level 500 Level	\$415 \$415
6 Quarter Credits [semester equivalent = 4.00 credits]	400 Level 500 Level	\$495 \$495

Payment by Check, Credit Card, MO or PO

- Check, Money Order, or PO Payment:
Send your completed Registration Form and Tuition payment by U.S. Mail to:
The Heritage Institute, PO Box 860, Clinton WA 98236.
- Visa or MasterCard Payment:
Registration with Visa or MasterCard may be done by phone (360/341-3020) or by Fax (360/341-3070).
- A confirmation will be sent to you via email or regular U.S. Mail after THI has processed your Registration.

Online Registration

- Sorry, online registration is not possible due to the unique course numbering system used in this program. You must register via U.S. Mail, phone or Fax if you're paying with Visa or MasterCard.

Grades and University Credit Information

- Antioch University Seattle (AUS) awards continuing education quarter credits on a Credit (C) or No Credit (NC) basis. No letter grades or numeric equivalents will appear on your transcript.
- In order to receive AUS credit you must submit all the work described in your work plan proposal to your faculty advisor for evaluation. Requirements for university quarter credit to be awarded are as follows: For the 400 or upper division level 75% (or better) of your work must be satisfactorily completed. At the 500 or post-baccalaureate level 85% (or better) of your work must be satisfactorily completed for credit to be awarded.

Endorsements

- Credit toward an endorsement cannot be guaranteed. Prior to contacting your faculty advisor or beginning work, check with your endorsement provider to confirm relevancy to their criteria.

Information and Policies

Term of Study

The term of study for all CIS courses is one year from the registration date. You may register for a CIS course at any time of the year.

Extension

Should your course completion require a longer period, a one-time extension may be obtained. You will be sent a completion reminder prior to your completion due date. Included will be an option to extend your course by returning the form to THI along with a \$20 administrative fee for each course to be extended. Be sure to notify your instructor of your new completion date.

Cancellation

Within 30 days of registration you may cancel your course and receive a tuition refund minus a \$20 processing fee for each course cancelled. After 30 days, you may still cancel a course, but your full tuition will be forfeited.

Choosing 400 or 500 Level

Generally, if you are earning salary advancement credit, continuing certification credit, or have a master's degree, you can select to earn 400 level credit. A few school districts require

the post-baccalaureate (500) level credit for salary advancement. If you plan to do the 500 level, you will need to plan an assignment with your faculty advisor that is different from the 400 level work.

About the 500 Level Assignment

The 500 level assignment does not require needs to be different in kind vs. the 400 level and not more of the same. 500 level assignments typically broaden the subject area knowledge, offering new perspectives. Please review the examples of 500 level assignments provided in the sample Work Plan Proposals. If, after reviewing the samples, you still have questions regarding how to develop this portion of your work, then check with your faculty advisor.

Estimated Work Hours and the Number of Credits To Be Awarded For Your CIS Course

Your estimate of the number of hours you will spend in completing your CIS course is what determines the number of Antioch University Seattle quarter credits that will be awarded. Your faculty advisor will help evaluate your estimate to insure an appropriate number of work hours is proposed for each area of work you describe. Here's what you do:

- Add the total number of hours estimated as necessary to complete each area of your work plan proposal.
- Divide the total number by 30 to determine a 2, 3 or 5 credit course. For example:

60 hrs / 30 = 2 Quarter Credits

90 hrs / 30 = 3 Quarter Credits

120 hrs / 30 = 4 Quarter Credits

150 hrs / 30 = 5 Quarter Credits

180 hrs / 30 = 6 Quarter Credits

Next Steps

- After you receive your Registration Confirmation from The Heritage Institute contact your faculty advisor to arrange a phone consultation. During the phone consultation you will design the 3 key components of your work.
NOTE: It usually takes 2-3 wks to create an Approved Work Plan Proposal.
- This 2-3 weeks includes your initial phone consultation, writing the first draft of your Work Plan Proposal, and 2-3 revisions prior to receiving approval.
- The Approval process takes less time if the initial draft of your Work Plan Proposal contains all the work co-designed with your faculty advisor.