

Last Updated: 03/20/2023

Friends University Graduate Workshops

Spring 2023

www.friends.edu/edworkshops



FAITH | FRIENDS | FUTURE

Mission: Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual and professional lives.

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How to Apply for Graduate Workshops

All applications, enrollments, and payments may now occur online! Please go to www.friends.edu/edworkshops and carefully review the provided information that will assist in your process. We recommend using Firefox or Google Chrome browsers for complete webpage functionality. In order to ensure success, please read the information options below. If you have questions regarding procedures, call Graduate Workshops at 316-295-5516 for assistance. We are happy to assist!

You have decided to take some workshops at Friends University. Fantastic!
What do you do now?

Start here!

Have you been enrolled in any coursework at Friends University in the last 2 years?



No/Not Sure. If you are a new or returning student who has not taken any coursework in the last 2 years, you will first need to fill out an application to get you re-activated or registered at Friends University. Start by visiting us at www.friends.edu/edworkshops and complete the Application for Graduate Workshops.

Yes! Great! We are glad to have you back. Please proceed to the next step.

Have you ever taken any coursework at Friends in the past?



Yes! Okay. Happy to see you again! Returning students may proceed to the next step in one business day after completing the application.

No. We're so happy to have you! First time students at Friends will receive an email from the Friends University Help Desk within two to three business days after completing their application with their network username (firstname_lastname) and password. After receiving that email, you may proceed to the next step!



You may now log in to your Student Self Service account using your network username (firstname_lastname) and password. Then use enrollment and payment procedures listed on the next page to enroll in the workshop(s) you would like to take! You may enroll 24/7 at your convenience. However, if you have questions you may give the Graduate Workshops office a call at 316-295-5516 during regular business hours, or email educationworkshop@friends.edu.

Enrollment Procedures for Workshops through Student Self Service

1. Go to the Friends Teacher Education Workshops web page, www.friends.edu/edworkshops and click on **STUDENT SELF SERVICE**.
2. Click on **STUDENT SELF SERVICE** and log in with your Network Username (firstname_lastname) and password.
Forgotten your credentials? Please use the Forgot Password? link and follow the steps for password reset, or you may call Help Desk at 316-295-5767 during business hours.
3. Click **REGISTRATION**. Select the semester and year for which you are registering and **SUBMIT**.
4. You will see a Financial Responsibility Agreement that you will want to read and then click the box next to Electronic Signature to electronically agree.
5. Enter the CRN(s) for the class(es) you want to register. You may enter as many CRN numbers as you would like at this screen.
SUBMIT CHANGES.
6. Enter only the start date for each workshop for which you are registered- date(s) found in the Workshop Schedule Book. Do not enter end dates! **SUBMIT CHANGES**.
Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. If you are registering once the start date has passed, please enter the current date within this window when registering.
7. Congratulations! You are now registered in the workshop(s). Your view should show "web registered." Now continue for payment.

Friends University Fall/Spring Business Hours
Monday-Friday 8:00 am-5:00 pm
Cashier Fall/Spring Business Hours
Monday-Friday 9:00 am-5:00 pm

Payment Procedures for Workshops through Student Self Service

1. Click on **STUDENT** located below the red banner at the top left side of the screen.
2. Click on **STUDENT ACCOUNTS**, then select **VIEW AND PAY STATEMENT**.
3. Select **MAKE A PAYMENT** listed in the black column on the left side of your screen; select the option **PAYMENT ON ACCOUNT**.
4. Enter the amount you wish to pay (note that the full payment is due prior to opening workshop date. Please see the provided Payment Policy located in the brochure).
5. Enter a description of your payment (i.e. Graduate Workshop Payment).
6. Click on **ADD TO PAYMENT**; click **CONTINUE**.
7. Enter your information and **CONTINUE**. This will let you review your final order before submitting. This is where you will enter an email address for a receipt to be emailed to you for your records. Review your payment information; Click **PAY \$**.
8. Congratulations! You have now paid for your Graduate Workshop(s).

If enrolled but are choosing to pay at a later date (prior to workshop start), please enter in through **STUDENT SELF-SERVICE** and select **ACCOUNT SUMMARY AND PAY YOUR BILL**. Click on the red **PAY NOW** button in the upper right corner, then follow steps 3-8 listed above.

For any questions about registration or your Student Self Service, please contact the Graduate Workshops at 316-295-5516 or email us at educationworkshop@friends.edu. If you have any payment questions please contact Kathie Sell at 316-295-5912 or email kathie_sell@friends.edu. Students can also call the cashier at 316-295-5865 to make a payment. You will need your name, the CRN(s), and the amount you will be paying.

Graduate Workshops information and policies are listed at the back of this brochure.

Important Information

All workshops are offered for graduate-level credit and available to educators seeking re-licensure, salary advancement, or professional development opportunities. Graduate students may also select workshops, with advisor consent, for elective options as part of the Master of Education program in two degree tracks: Teaching and Learning or Special Education High Incidence (P-12).

On-Ground Workshops meet entirely on-ground at the location provided. Each meeting date is listed, along with times for each day. You must be present in the class all days for the entire meeting time to receive credit.

Blended Workshops are a combination of meeting in person and then completing the class online. You must be present during the times for face-to-face meetings, and complete your assignments through your Moodle account for the remaining online portion, by the ending date listed. You must enroll by the "Enrollment Ends" date to allow time to establish Moodle accounts.

Online Workshops meet fully online through the use of Moodle. You will be able to interact with the instructor and other students in the workshop. You are required to log in to your workshop on the first day or you will be considered a "no show" and will be dropped from the course following contact from the Graduate Workshops office. Depending on your instructor, you must check in once a day to be considered active in your course. You must enroll by the "Enrollment Ends" date to allow time to establish Moodle accounts. **Please plan to prepare for this offering delivered through Moodle by accessing your Friends University Moodle account prior to start date. If you need assistance with your login or passwords, contact Help Desk at 316-295-5767 or email at helpdesk@friends.edu. They are available Monday through Friday during business hours.**

Understand that when registration is accepted, you have obligated yourself to pay for the courses and other charges related to the registration. Complete workshop payments must be made two weeks in advance of a start date to avoid a HOLD on your account.

Friends University Reopen Task Force has been working diligently and proactively to protect the health and safety of our community while ensuring continued excellence in offered programs. Updates of university decisions regarding COVID-19 may be found at www.friends.edu/coronavirus.

Copies of your **workshop history, unofficial transcripts, and receipts** may be located in your personal Student Self Service account and may be accessed 24/7 with your log-in credentials. For assistance, contact Help Desk at 316-295-5767 during business hours.

Parking is free in all parking lots on the Friends University Wichita campus.

No refunds will be issued after the first day of the workshop. If you have enrolled, you will need to drop the course before midnight of the first day of the workshop. If you do not drop the workshop, it will remain on your official Friends University transcript and may result in a failing grade. Please go to the add/drop section to view instructions on how to drop a workshop, located in the back of this brochure.

If you have any questions, please call our office at 316-295-5516 or email us at educationworkshop@friends.edu. We love serving our area teachers!

The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by Friends University.

**THANK YOU FOR
KEEPING OUR CAMPUS
TOBACCO FREE.**

This policy applies to all employees, faculty, staff, students, University affiliates, contractors, volunteers, customers, and visitors. This policy is applicable twenty-four hours a day, seven days a week.

Spring 2023 Workshops

Bringing Learning Alive: Strategies to Motivate Students and Keep Them Engaged

Instructor: Mary Duncan

Grade Levels: Pre K-5

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

“Bring Learning Alive” with fresh new ideas for your teaching and your classroom environment. Yes, you too can have a classroom that is fun and engaging for both yourself and your students, and learning retention can thrive as well. This professional development offers new strategies you can use to motivate and engage students in your classroom through fun hands-on activities. Participants will learn new approaches to begin and end a lesson, learn creative ways to chunk concepts using folded documents, and differentiate your teaching to reinforce classroom learning and maximize retention. Whether you are a beginner or a seasoned teacher, this workshop will increase your effectiveness and enhance the learning environment for your students. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Mary at mary_duncan@friends.edu.

Learning Forward Standards: 3, 7

KEPPS Standards: 1, 5

Book: N/A

Materials Fee: Fee for downloadable learners guide \$15.

Supplies: Student will need access to computer and internet.

Prerequisites: Enrollees in this course are current or future teachers in preschool or elementary classrooms.

Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20612

Meeting Dates: 01/17/2023-01/30/2023

Enrollment Ends: 01/14/2023

Location: Online

One Word - Focusing Yourself and Your Students

Instructor: Scott May

Grade Levels: 2-12

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

Each year resolutions are rarely kept and goals are usually a passing thought. “One Word” is simple, direct, and will help you give yourself, your students, and even your building direction. By choosing and focusing on one single word you will find purpose and meaning throughout the year. This course will guide you in choosing the “one word” that fits you and your students. In addition we will explore fun activities and models that you can incorporate into your classroom and building to keep students and staff striving to be the best self they can be. Regardless if you are 5 years old or 105 years old, these concepts will help you continue to choose the words that will change your life. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Scott at scott_may@friends.edu.

Learning Forward Standards: 1, 2, 3

KEPPS Standards: 3, 5, 10

Book: *One Word that will Change Your Life* by Jon Gordon, Dan Britton, and Jimmy Page.

ISBN 978-1-118-80942-6 Expanded Edition

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20592

Meeting Dates: 01/17/2023-02/01/2023

Enrollment Ends: 01/14/2023

Location: Online

I've Decided to Sub, Now What?!

Instructor: Jaime Alford

Grade Levels: ALL

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

You've decided to start substitute teaching! Congratulations and THANK YOU! You may have already started and are looking for support or you have decided to start soon and want to know what to expect: This course is for you! In this course you will learn the beginning basics of what a sub needs to be prepared for and know BEFORE they walk in the classroom, as well as how to set expectations, engage students, keep order, come up with quick and easy lessons on the fly and teach a class for a day or for a long term situation and make the time successful. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jaime at jaime_alford@friends.edu.

Learning Forward Standards: 2, 6

KEPPS Standards: 9, 10

Book: Students are not required to bring any materials to class, however these books are excellent resources and highly suggested for any substitute or teacher's library. Instructor will use/reference: *The First Days of School: How to be an Effective Teacher* by Harry K Wong & Rosemary T Wong, *Teach Like a Champion* by Doug Lemov, *Discipline with Dignity* by Richard Curwin, Allen Mendler, and Brian Mendler, and *Pathways to Understanding* by Bruce Wellman and Laura Lipton.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

CRN: 20589

Meeting Dates: 01/20/2023-02/03/2023

Enrollment Ends: 01/17/2023

Location: Online

Increasing Your Influence

Instructors: Crystal May & Raelynn Pfaff

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Every teacher has experienced the disappointment of delivering an amazing lesson only to find that the students did not retain any of the information. Why does this happen and how can it be avoided? This workshop is designed to answer those exact questions while utilizing the book *Stop Talking Start Influencing* by Jared Cooney Horvath. Teachers will understand the science behind learning and how to make their message stick using the 12 core concepts of how people think, learn, and remember. This book offers simple, immediately applicable strategies to use in the classroom and increase student learning. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Crystal at crystal_may@friends.edu or Raelynn at raelynn_pfaff@friends.edu.

Learning Forward Standards: 3, 5, 6, 7

KEPPS Standards: 1, 3, 5, 7, 8, 9

Book: *Stop Talking Start Influencing* by Jared Cooney Horvath, ISBN-10: 1925335909,

ISBN-13: 978-1925335903

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

CRN: 20604

Meeting Dates: 01/23/2023-02/17/2023

Enrollment Ends: 01/20/2023

Location: Online

Book Study: *The Resilient Educator: Empowering Teachers to Overcome Burnout & Redefine Success*
Instructor: Amber Carithers 2 credits
Grade Levels: ALL Tuition: \$330
Delivery: Online Instructor Fee: N/A

Teacher burnout, an ever-looming issue, affects new and veteran teachers alike. Jaclyn Reuter's *The Resilient Educator* delves into this growing problem and equips teachers with strategies they can start using today, in hopes of keeping more teachers in their classrooms. In this book study, you'll learn about managing a full-time teaching job alongside your full-time life, setting limits and re-prioritizing your personal goals and redefining professional success in the classroom. In *The Resilient Educator*, Reuter uses her personal journey from burnt-out teacher to thriving practitioner as a guide for struggling teachers on their own paths towards rediscovering the joys of this vocation. A true vocation, like teaching, is not easy to come by. Now that we've found it, we need to hold on with both hands. *The Resilient Educator* helps struggling educators just like you rekindle their love of teaching and commit to staying in their classrooms. Our resilience is what will fuel the next generation of learners. *The book must be purchased in order to take this course.* This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Amber at amber_carithers@friends.edu.

Learning Forward Standards: 1, 2, 3, 7
KEPPS Standards: 8, 9, 10
Book: *The Resilient Educator: Empowering Teachers to Overcome Burnout and Redefine Success* by Jaclyn Reuter. ISBN-10: 1735240915
Materials Fee: N/A Supplies: N/A
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20600
Meeting Dates: 01/25/2023-02/21/2023
Enrollment Ends: 01/22/2023
Location: Online

Building All-Star Student Teams
Instructor: James Zimmer 2 credits
Grade Levels: 2-12 Tuition: \$330
Delivery: Online Instructor Fee: N/A

WORKSHOP CANCELLED This class will prepare you to engage your students through a whole new point of view that focuses on building strong student teams and raising their energy level in the classroom! *The 5 Dysfunctions of a Team* (Patrick Lencioni) will have you take a deep dive into the hierarchy of why teams struggle to be functional in the classroom and will be followed by a plan to help your students deal with those dysfunctions and develop some team unity. Inherently teams struggle with sustaining an energy level that is essential to maintain team cohesiveness and unity. Next Jon Gordon's *The Energy Bus* will take you on a ride toward higher student energy levels and engagement by identifying the power of a positive mindset and avoiding becoming an energy vampire. I look forward to seeing you on the bus and helping you build your next All Star Team of students! This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact James at james_zimmer@friends.edu.

Learning Forward Standards: 3, 5, 6
KEPPS Standards: 5, 8, 9
Book: "The 5 Dysfunctions of a Team" By Patrick Lencioni, "The Energy Bus" by Jon Gordon, in any format: Hardcover, Digital, or Audiobooks.
Materials Fee: N/A Supplies: N/A
Prerequisites: Need access to Google Drive/Applications. Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

WORKSHOP CANCELLED CRN: 20595
Meeting Dates: 01/29/2023-03/05/2023
Enrollment Ends: 01/26/2023
Location: Online

Google: Basic Training
Instructor: James Zimmer
Grade Levels: 2-12
Delivery: Online

2 credits
Tuition: \$330
Instructor Fee: N/A

Join us as we equip educators with the necessary tools to become confident using Google in the classroom. This basic training session will provide a full workout and overview of all things Google, such as Docs, Sheets, Presentations, and Forms. Now is your opportunity to gain strategies that will catapult your students toward the 21st Century learning engagement. Experience some proverbial tech push-ups, pull ups, and a mountain hiking routine of integration and editing techniques that will transform you in to a well-prepared educator. Discover collaboration techniques that encourage sharing among students, while increasing teacher efficiency and monitoring. Imagine a learning process that is transparent, paperless, and immediate! Become the new-improved educator using Google tools, allowing student to join in on the power of engagement, self-management, and creativity. Participants will need to have an active Gmail account for this offering. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact James at james_zimmer@friends.edu.

Learning Forward Standards: 3, 5, 6
KEPPS Standards: 5, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A

Prerequisites: Participants will need to have an active Gmail account for this offering. Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20596
Meeting Dates: 01/29/2023-03/05/2023
Enrollment Ends: 01/26/2023
Location: Online

Building a Reading Culture in Your Classroom
Instructor: Michelle Farag
Grade Levels: K-8
Delivery: Online

1 credit
Tuition: \$180
Instructor Fee: N/A

Do you have students that hate to read? Do you have students that struggle to find a book they actually like or hear groans when you say it's time for reading? Then this workshop is for you! In this course, we will explore ways to help all students find the love of reading. We will discuss how to model appropriate and authentic reading behaviors that can be incorporated into any classroom to create a culture of readers. Through access to great children's literature, classroom structures and appropriate modeling, EVERY student can turn into a reader. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Michelle at michelle_farag@friends.edu.

Learning Forward Standards: 3, 5, 7
KEPPS Standards: 2, 4, 7, 8
Book: Students are not required to bring any materials to class. Instructor will use *The Book Whisperer* by Donalyn Miller, *Readicide* by Kelly Gallagher, and *The Knowledge Gap* by Natalie Wexler.
Materials Fee: N/A Supplies: N/A
Prerequisites: N/A

CRN: 20617
Meeting Dates: 01/30/2023-02/10/2023
Enrollment Ends: 01/27/2023
Location: Online

Student-Centered Printables Using PowerPoint

Instructor: Rachel Nally

2 credits

Grade Levels: ALL

Tuition: \$330

Delivery: Online

Instructor Fee: N/A

Envious of those fancy pay-for-use worksheet designs found online? Looking for additional strategies in your own worksheet designs that will focus student attention on important details? Worksheets are only effective if the design and purpose is clear and engaging. The benefits of providing well-designed and professional worksheets are evident when it comes to student success and achievement. This workshop will allow participants to build skills on worksheet designs, including how to download backgrounds, borders, fonts, clipart, etc., that can be utilized in classroom practices. Teachers will gain strategies on highlighting points of interest that are well-illustrated, thus maintaining a student's course of study. Development of a well-designed worksheet supports student learning, so let's get busy! We will not create actual PowerPoints in this course, but focus on worksheet designs that support student success. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Rachel at rachel_nally@friends.edu.

Learning Forward Standards: 1, 3

KEPPS Standards: 3, 9, 10

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20608

Meeting Dates: 01/30/2023-02/27/2023

Enrollment Ends: 01/27/2023

Location: Online

Communicate with Comedy Using Your Computer

Instructor: Melissa Trujillo

2 credits

Grade Levels: ALL

Tuition: \$330

Delivery: Online

Instructor Fee: N/A

WORKSHOP CANCELLED You are probably already using technology to teach some of the high-level, more complex concepts in your classroom, but what about adding humor to the mix? Turns out our funny bone is connected to our sense of wonder. When you include humor in technology projects, you will not only be increasing the joy and enhancing your classroom environment, you will be improving your learner outcomes. Humor activates the brain's dopamine reward system and studies show that dopamine is important for both goal-oriented motivation and long-term memory. This is why we can use computers to communicate through comedy as an effective intervention to improve retention in students from kindergarten through college. In this workshop you will learn how to create several projects using technology that incorporate this strategy. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Melissa at melissa_trujillo@friends.edu.

Learning Forward Standards: 5, 7

KEPPS Standards: 3, 5, 7

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

WORKSHOP CANCELLED

CRN: 20767

Meeting Dates: 01/30/2023-03/02/2023

Enrollment Ends: 01/27/2023

Location: Online

Digital Choice Boards & Learning Menus

Instructor: Raelynn Pfaff

Grade Levels: 2-12

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Biggest Bang Strategies

Instructors: Crystal May

Grade Levels: ALL

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

WORKSHOP CANCELLED Digital Choice Boards and Learning Menus are the perfect way to maximize your digital learning environment to engage and reach all learners. These technology based activities can be used in any subject to manage a single lesson to more long-term projects that focus on standards based skills and strategies. Using Digital Choice Boards and Learning Menus in your classroom can increase student ownership by allowing student choice and incorporating multiple intelligences and learning styles. They can also be adapted for individualized education plans and provide differentiated learning. This workshop will focus on how to use Google Slides to develop interactive digital learning activities that you will be able to use in your classroom right away. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Raelynn at raelynn_pfaff@friends.edu.

Learning Forward Standards: 1, 3, 4, 5, 6, 7

KEPPS Standards: 1, 2, 3, 4, 5, 6, 7, 8

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends

University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

WORKSHOP CANCELLED

CRN: 20605

Meeting Dates: 01/30/2023-03/05/2023

Enrollment Ends: 01/27/2023

Location: Online

WORKSHOP CANCELLED Educators know that learners come to us every year with gaps in their learning, even more so over the past few years. It is not uncommon to question if we are doing enough or even the right things to give students what they need to succeed. What are the instructional strategies that we can incorporate into lessons that will give the biggest bang for the buck? This workshop will explore effect sizes and evidence based strategies. After gaining an understanding and familiarity with some of the strategies with the highest effect, participants will create plans to incorporate these strategies into any subject or lesson. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Crystal at crystal_may@friends.edu.

Learning Forward Standards: 1, 3, 5, 6

KEPPS Standards: 3, 4, 5, 6, 7, 8, 9

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends

University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

WORKSHOP CANCELLED

CRN: 20606

Meeting Dates: 01/30/2023-03/10/2023

Enrollment Ends: 01/27/2023

Location: Online

Powerful Strategies to Build Memory

Instructor: Joey Buresh

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

What do you know about the brain and how students often fool themselves into thinking they are learning? Are you interested in learning remedies for procrastination, the power of lesson plans and how to ensure your students remain engaged in your content? If so, this workshop is for you! You will learn how to help your students remember information long-term and how to teach inclusively in a diverse classroom where students have a wide range of abilities. This class will boost your teaching practices using research-based tools to help your students get the most out of learning. Every educator, no matter how long you've been teaching, will gain a better understanding of how the brain functions and acquire specific strategies that should be used while teaching. In this workshop, we will utilize the book: *Uncommon Sense Teaching: Practical Insights in Brain Science to Help Students Learn* by Barbara Oakley, PhD; Beth Rogowsky, EdD; Terrence J Sejnowski, PhD. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Joey at joey_buresh@friends.edu.

Learning Forward Standards: 1, 5, 6, 7

KEPPS Standards: 1, 2, 3, 5, 6, 7, 8, 9

Book: *Uncommon Sense Teaching: Practical Insights in Brain Science to Help Students Learn* by Barbara Oakley, PhD; Beth Rogowsky, EdD; Terrence J Sejnowski, PhD. Copyright 2021.
ISBN # 9780593329733

Materials Fee: N/A Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20593

Meeting Dates: 02/01/2023-03/08/2023

Enrollment Ends: 01/29/2023

Location: Online

Tough Times Don't Last, Tough Teams Do!

Instructor: Jaime Alford

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Unity in a school, or any system, is essential in tough times, especially in these times! We all know as leaders whether formal or informal, that encouraging the hearts, minds, and emotions of personnel is essential in creating relationships and bonds that hold strong when times become stressful and difficult. In this course you will learn how to inspire and support personnel with a common "why", understand what is needed to support people in times of change, as well as ways to encourage the hearts and minds of all personnel in fun, easy, and budget friendly ways all while learning and brainstorm from others as we collaborate and share in an online platform. A well supported team and staff translates to less stress and more productivity and success. We will unpack ways, as a leader, you can support student learning by encouraging the adults in the building and creating a culture of unity through tough difficult times. This course is for teacher leaders, those who formally lead or informally lead; as well as school administrators and any other person in a position of leadership within a school building or in the business field who works with a team of people and wants to ensure a positive culture of success. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jaime at jaimie_alford@friends.edu.

Learning Forward Standards: 2, 6

KEPPS Standards: 9, 10

Book: Students are not required to bring any materials to class, however these books are excellent resources and highly suggested for any leader's library. Instructor will use/reference: *If You Don't Feed the Teachers They Eat the Students!* by Neila A Connors, *The Leadership Secrets of Santa Claus* by Eric Harvey, and *Motivating and Inspiring Teachers* by Todd Whitaker.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

CRN: 20591

Meeting Dates: 02/06/2023-02/24/2023

Enrollment Ends: 02/03/2023

Location: Online

Analyzing Literature through Lenses

Instructor: Amber Carithers

Grade Levels: 6-12

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Are you looking for ways to have your students annotate, analyze, and discuss literature with a purpose? This workshop will review various aspects of Literary Theory and will help teachers show students how to use this in the form of Literary Lenses in the classroom. These lenses will give students a direct focus on what they need to look for when they are reading. Teachers will be applying their knowledge in this workshop by using these lenses with stories they already teach in their classes. The students will learn about the Reader Response, Gender, Social Class, Biographical, Psychological, and Ecological literacy lenses. This workshop is most fitting for secondary teachers. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Amber at amber_carithers@friends.edu.

Learning Forward Standards: 1, 3, 6, 7

KEPPS Standards: 5, 6, 7, 8

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20599

Meeting Dates: 02/13/2023-03/13/2023

Enrollment Ends: 02/10/2023

Location: Online

I've Got My (Google) Sites Set on You

Instructor: Rachel Nally

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Need an exciting and professional looking website to connect to your students, parents, and community while bringing your classroom into the 21st century? If so, take a ride into the world of Google! During our online journey, we will look at ways to create, enhance, and improve classroom websites through collaboration, creativity, and communication. This workshop will start with the basics of creating a Google Site. As the workshop progresses, you will learn how to add images, links, and embed documents such as Google Docs, Sheets, Forms, and Slides. You can upload all of your classroom assignments and handouts quickly and easily. Learn how to create buttons, dividers, and other visuals to organize your curriculum. Workshop attendees will create an actual classroom Google Site. A great classroom website allows the creator to publish videos, lessons, handouts, lesson plans, etc. for your students to access. Students will be able to stay connected with the click of a button. The possibilities are endless! We will use various programs such as Bitmojis and websites outside of the Google world to add enhancements to your site. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Rachel at rachel_nally@friends.edu.

Learning Forward Standards: 3

KEPPS Standards: 8, 9, 10

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: A working knowledge of the computer and basic Google skills. Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20609

Meeting Dates: 02/13/2023-03/14/2023

Enrollment Ends: 02/10/2023

Location: Online

Classroom Management and Discipline to Enhance Learning

Instructor: Mary Duncan

Grade Levels: Pre K-3

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Do you need some new techniques to enhance classroom management and discipline in your classroom? Join us for practical research-based strategies you too can incorporate to make a positive difference. Attendees will learn practical hands-on approaches for starting the school year effectively, organizing classroom and materials, rules and procedures, analyzing teacher/student roles and relationships, reinforcing appropriate behavior, and dealing with difficult students. This online course allows reflective learning as attendees work their way through training modules and a learner's guide. Projects made will be usable in your own classroom. Gain new techniques to extend your toolkit as a teacher to maximize the learning for your students and efficiency in your classroom. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Mary at mary_duncan@friends.edu.

Learning Forward Standards: 3, 7

KEPPS Standards: 1, 5

Book: N/A

Materials Fee: N/A

Supplies: Student will need access to computer and internet.

Prerequisites: Enrollees in this course are current or future teachers in preschool or elementary classrooms.

Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20613

Meeting Dates: 02/14/2023-02/28/2023

Enrollment Ends: 03/11/2023

Location: Online

The Write Way

Instructor: Michelle Farag

Grade Levels: K-8

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

WORKSHOP CANCELLED Do you find teaching writing challenging? Are you frustrated with figuring out lessons to teach, how to give feedback, and meeting the standards? Then this workshop is for you! The Write Way is a workshop designed to help teachers build confidence in their writing instruction. In this course, we explore the essentials a skilled writer needs for opinion writing and strategies to help all students find success in the writing classroom. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Michelle at michelle_farag@friends.edu.

Learning Forward Standards: 3, 5

KEPPS Standards: 4, 8

Book: Students are not required to bring any materials to class. Instructor will use *Writing Strategies Book* by Jennifer Seravello, *The Writing Revolution* by Judith Hochman and Natalie Wexler, *The Common Core Writing Book* by Gretchen Owocki, and *The Writing Thief* by Ruth Culham.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

WORKSHOP CANCELLED

CRN: 20618

Meeting Dates: 02/20/2023-03/04/2023

Enrollment Ends: 02/17/2023

Location: Online

Growth Mindset in the Classroom

Instructors: Crystal May & Raelynn Pfaff 2 credits
Grade Levels: ALL Tuition: \$330
Delivery: Online Instructor Fee: N/A

Do you notice students struggling with confidence and perseverance? Do you find that you believe in your students' abilities more than they believe in themselves? In this workshop we will utilize the book *The Growth Mindset Coach: A Teacher's Month-by-Month Handbook for Empowering Students to Achieve* by Annie Brock and Heather Hundley to uncover meaningful, research based, easily implemented strategies to increase your students' Growth Mindset. Change the way your students view their abilities and learning, and you will change the climate and culture of your classroom. After participating in this workshop, you will believe the impossible to be possible. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Crystal at crystal_may@friends.edu or Raelynn at raelynn_pfaff@friends.edu.

Learning Forward Standards: 5, 6
KEPPS Standards: 3, 5, 8, 9
Book: *The Growth Mindset Coach: A Teacher's Month-by-Month Handbook for Empowering Students to Achieve* by Annie Brock and Heather Hundley, ISBN-13#: 978-1612436012
Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20607
Meeting Dates: 02/20/2023-03/31/2023
Enrollment Ends: 02/17/2023
Location: Online

Behavior Management and Beyond - How to Structure for Successful Classrooms

Instructor: Phyllis Cottner 1 credit
Grade Levels: K-8 Tuition: \$85
Delivery: In-Person Instructor Fee: N/A

WORKSHOP CANCELLED Have you ever felt as if you are spending much of your instructional time managing student behaviors? Do you have a group of students that are consuming much of your attention and impacting the dynamics of your classroom? Are you exhausted at the end of the day from putting out "behavior fires"? This workshop will focus on how to proactively and positively structure your classroom for success. Participants will learn and have opportunities to apply components of Positive Behavioral Intervention and Supports.

For course information, contact Phyllis at phyllis_cottner@friends.edu.

Learning Forward Standards: 3, 4, 5, 6, 7
KEPPS Standards: 1, 2, 3
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

WORKSHOP CANCELLED CRN: 20667

Meeting Dates: 02/24/2023-02/25/2023
Enrollment Ends: 02/20/2023
Location: Wichita Public Schools
Alvin Morris Administration Center (AMAC)
903 S. Edgemoor
Wichita, KS 67218

Publisher Projects in the Classroom

Instructor: Rachel Nally

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

WORKSHOP CANCELLED Publisher Projects in the Classroom provides educators with technology-supported resources to design learning experiences that support diverse needs of learners. Participants will gain tools necessary to apply Publisher projects within the classroom curriculum, promoting student engagement and cultivating curiosity. It is time to think outside the template box, incorporating continual growth in technology concepts that support classroom projects! Through exploration, practice, and application of Microsoft Publisher templates, you will discover how to maximize student learning through activities such as business cards, postcards, certificates (awards & gift), flyers, calendars, newsletters, brochures, posters, and others. Let the Publisher projects begin! This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Rachel at rachel_nally@friends.edu.

Learning Forward Standards: 4

KEPPS Standards: 3, 8

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

WORKSHOP CANCELLED

CRN: 20610

Meeting Dates: 02/27/2023-03/27/2023

Enrollment Ends: 02/24/2023

Location: Online

Students, Poverty, and Trauma: Creating Trauma-Sensitive Learning Environments To Increase Student's Academic Achievement

Instructor: Mary Duncan

Grade Levels: Pre K-3

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Do children in poverty need alternative options and teaching strategies to become successful? Come learn new researched-based, best-practices to reach your hard to reach children? Don't let them fall through the cracks and become another negative statistic in society. In this workshop, you will learn how classroom dynamics are changing in our US schools. We will discuss the effects of poverty for the children and how toxic stress affects the class, the brain, and the behavior as explained through adverse childhood experiences (ACEs). We will learn about creating trauma sensitive learning environments to better meet the needs of students as well as teachers (who experience secondary trauma from these students) and how to increase academic outcomes through building resilience. Lastly we will focus on building positive classroom management and teaching strategies to reach our hard to reach children struggling from the effects of poverty and the unique trauma it imposes. There are discussion posts where you can ask questions, share ideas, and learn from other teachers who are experiencing similar situations. This online course allows time for reflective learning as attendees work through online training modules. Projects made, and lessons created will be usable in your own classroom. Come and learn fresh researched based ideas to add to your teacher toolkit to reach children from poverty and provide opportunities for all to succeed. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Mary at mary_duncan@friends.edu.

Learning Forward Standards: 3, 7

KEPPS Standards: 1, 5

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

CRN: 20614

Meeting Dates: 03/07/2023-03/20/2023

Enrollment Ends: 03/04/2023

Location: Online

Google: Intermediate Training

Instructor: James Zimmer

Grade Levels: 2-12

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Join us as we equip educators with the second level of necessary tools to become confident in using Google and Web tools in the classroom. This training session will provide a full workout with some special add-ons and strategies in Google Classroom, Adobe Spark, Google Drive, Google Docs, Sheets, Presentations, Forms, Youtube, Screencast-O-Matic, and a few others that will catapult your students toward 21st century learning engagement. Experience some proverbial tech crossfit with this mix of high level application, integration, and editing techniques that will transform you into a well-prepared educator. Take action and become the new-improved educator using Google tools, allowing all students to join in on the power of engagement, self-management, and creativity. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact James at james_zimmer@friends.edu.

Learning Forward Standards: 3, 5, 6

KEPPS Standards: 5, 6, 7, 8, 9

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Participants will need to have an active Gmail account for this offering. Additionally, having access to a Google Classroom Account will be beneficial, but not essential.

CRN: 20597

Meeting Dates: 03/12/2023-04/30/2023

Enrollment Ends: 03/09/2023

Location: Online

Insights into Trauma-Informed Care

Instructor: Laura Swalley

Grade Levels: ALL

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

WORKSHOP CANCELLED Are you challenged with the behavior displayed by certain students in your classroom, and frustrated that your management strategies do not seem to work. Do you suspect a student's behavior may be linked to an experienced trauma, but have no tools to support your response? Perhaps you need a clear definition and insight of what trauma can do to a person. Trauma-informed care begins with a change in perspective, understanding alternative strategies and skills for management and behavior, and building a community of support within the school system. Most importantly, trauma-informed care begins with the classroom educator, as you are the single most important individual who can develop a safe and trusting relationship with a student in need. Knowing best practices behind the need will support your students in areas of improved achievement, reduced absences, reduced bullying, and so much more. Join this class, led by an experienced and practicing school counselor, who specialize in trauma-informed care for students in all grade levels. You will leave this course a changed educator! This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Laura (Jessica) at laura_swalley@friends.edu.

Learning Forward Standards: 3

KEPPS Standards: 1, 2

Book: Students are not required to bring any materials, but we will be utilizing the book, *Help for Billy*, as well as the book titled *Boosting ALL Children's Social and Emotional Brain Power*.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

WORKSHOP CANCELLED

CRN: 20787

Meeting Dates: 03/14/2023-03/23/2023

Enrollment Ends: 03/11/2023

Location: Online

I've Decided to Sub, Now What?!

Instructor: Jaime Alford

Grade Levels: ALL

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

WORKSHOP CANCELLED You've decided to start substitute teaching! Congratulations and THANK YOU! You may have already started and are looking for support or you have decided to start soon and want to know what to expect: This course is for you! In this course you will learn the beginning basics of what a sub needs to be prepared for and know BEFORE they walk in the classroom, as well as how to set expectations, engage students, keep order, come up with quick and easy lessons on the fly and teach a class for a day or for a long term situation and make the time successful. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jaime at jaime_alford@friends.edu.

Learning Forward Standards: 2, 6

KEPPS Standards: 9, 10

Book: Students are not required to bring any materials to class, however these books are excellent resources and highly suggested for any substitute or teacher's library. Instructor will use/reference: *The First Days of School: How to be an Effective Teacher* by Harry K Wong & Rosemary T Wong, *Teach Like a Champion* by Doug Lemov, *Discipline with Dignity* by Richard Curwin, Allen Mendler, and Brian Mendler, and *Pathways to Understanding* by Bruce Wellman and Laura Lipton.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

WORKSHOP CANCELLED

CRN: 20590

Meeting Dates: 03/15/2023-03/29/2023

Enrollment Ends: 03/12/2023

Location: Online

All Write, All Write, All Write

Instructor: Michelle Farag

Grade Levels: K-8

Delivery: Online

1 credit

Tuition: \$180

Instructor Fee: N/A

WORKSHOP CANCELLED Do you dread teaching writing? Do you find it difficult to provide strategies that are effective for your students? Is it the last thing you plan or the first thing you skip if needed? You are not alone! In this workshop we will provide effective methods that will allow all students to become successful writers. We will use mentor texts, mini-lessons, graphic organizers and anchor charts to scaffold narrative writing instruction for all learners. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Michelle at michelle_farag@friends.edu.

Learning Forward Standards: 3, 5, 7

KEPPS Standards: 4, 7, 8

Book: Instructor will use *The Writing Thief* by Ruth Culham, *The Common Core Writing Book* by Gretchen Owocki, *Writing Strategies Book* by Jennifer Serravallo, and children's literature as mentor texts.

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

WORKSHOP CANCELLED

CRN: 20619

Meeting Dates: 03/20/2023-04/01/2023

Enrollment Ends: 03/17/2023

Location: Online

Book Study: *Help for Billy: A Beyond Consequences Approach*

Instructor: Amber Carithers

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Help for Billy is a pragmatic manual to help guide families and educators who are struggling with traumatized children. Based on the concept of the neuroscience of emotions and behavior, Heather Forbes provides detailed, comprehensive, and logical strategies for teachers and parents. *The book must be purchased in order to take this course.* This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Amber at amber_carithers@friends.edu.

Learning Forward Standards: 1, 3, 5, 6, 7

KEPPS Standards: 1, 2, 3, 5, 7, 8, 9

Book: *Help for Billy: A Beyond Consequences Approach to Helping Challenging Children in the Classroom* by Heather T. Forbes.

Materials Fee: N/A Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20601

Meeting Dates: 03/20/2023-04/17/2023

Enrollment Ends: 03/17/2023

Location: Online

Get Caught in the Web: Websites in the Classroom

Instructor: Rachel Nally

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Put down the pencil and paper; start using exciting websites in your classroom! We will look at quiz sites, trading card creators, presentation websites and additional websites that benefit both the teacher and student. Exciting ways to inject new life into your classroom projects will be demonstrated! This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Rachel at rachel_nally@friends.edu.

Learning Forward Standards: 3

KEPPS Standards: 8, 9, 10

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20611

Meeting Dates: 03/20/2023-04/17/2023

Enrollment Ends: 03/17/2023

Location: Online

Building Executive Functioning Skills

Instructor: Joey Buresh

Grade Levels: ALL

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

What is executive functioning and how can mastery of these specific skills help a student? Executive functions can be interrelated and include abilities such as task initiation, planning, focus, organization, impulse control, self-regulation, and time management. While some individuals may easily and quickly master these functions, students with deficits in these areas experience great difficulty in starting or completing academic tasks. This workshop will explore components of executive functioning and explain how they impact students in the classroom. Participants will gain practical brain-based strategies to increase executive functioning for all students. Attendees will analyze how cognitive assets, metacognition, working memory and selective attention play a key role in learning. Transform your classroom into a high achieving environment where students are responsible for their learning and actions. This course will result in less frustration for you and boost student learning power at the same time. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Joey at joey_buresh@friends.edu.

Learning Forward Standards: 1, 3, 4, 5, 6

KEPPS Standards: 1, 2, 3, 5, 6, 7, 8

Book: N/A

Materials Fee: N/A Supplies: N/A

Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20602

Meeting Dates: 03/29/2023-04/26/2023

Enrollment Ends: 03/26/2023

Location: Online

Google: Enhanced Training, Going Google and Beyond!

Instructor: James Zimmer

Grade Levels: 2-12

Delivery: Online

2 credits

Tuition: \$330

Instructor Fee: N/A

Join us as we equip educators with the third level of necessary tools to become confident in using Google and Web tools in the classroom. This training session will provide a full workout with some special add-ons and strategies in Google Applications, Sildesgo, EdPuzzle, Flipgrid, Jamboard, and Google Podcasts. This training will enhance your effectiveness and hold your students on the edge of their seats. Experience the next level of proverbial tech crossfit with this mix of high level application, integration, and editing techniques that will transform you into an enhanced educator. Take action and become the new-improved educator using Google tools, allowing all students to join in on the power of engagement, self-management, and creativity. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact James at james_zimmer@friends.edu.

Learning Forward Standards: 3, 5, 6

KEPPS Standards: 5, 6, 7, 8, 9

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: Participants will need to have an active Gmail account for this offering. Additionally, having access to a Google Classroom Account will be beneficial, but not essential.

CRN: 20598

Meeting Dates: 04/02/2023-05/13/2023

Enrollment Ends: 03/30/2023

Location: Online

Parent Involvement Increases School Achievement

Instructor: Mary Duncan

2 credits

Grade Levels: Pre K-3

Tuition: \$330

Delivery: Online

Instructor Fee: N/A

Would you like for your students to thrive to their highest potential? If so, then get their parents involved in the school. How can parents get involved more in the school? I am glad you asked! This workshop will share with you research-based, best-practices regarding how schools can utilize parents in order to support the school and its students. Attendees will learn practical approaches they can turn around and use in their own classrooms such as: what time of year is good for getting parents involved, how to get ahold of parents to get them involved, what opportunities are available, and how to keep parents involved at home engaging their children. This online course allows reflective learning as attendees work through training modules, learn from each other on what works and complete their individual learner's guide. Projects made, and lessons created will be usable in your own classroom. Come find out how to grow your parent involvement. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Mary at mary_duncan@friends.edu.

Learning Forward Standards: 3, 7

KEPPS Standards: 1, 5

Book: N/A

Materials Fee: N/A

Supplies: Student will need access to computer and internet.

Prerequisites: Enrollees in this course are current or future teachers in preschool or elementary classrooms. Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20615

Meeting Dates: 04/04/2023-04/17/2023

Enrollment Ends: 04/01/2023

Location: Online

The Resilient Classroom

Instructors: Laura Swalley & Robert Swalley

1 credit

Grade Levels: ALL

Tuition: \$180

Delivery: Online

Instructor Fee: N/A

Are you seeing students who struggle and cannot cope with a regular classroom environment? How can we modify our current classroom make up for both the resilient student and the student who struggles with some of the most basic of classroom tasks? Do you suspect that the student who struggles is capable of succeeding but cannot get through a normal class period or seem to retain information? In this course we will go over how to help our students build resilience as well as how to build a classroom to help those students become more resilient. Resilience is the ability to be knocked down by the hardships of life and come back at least as strong as before. Being able to change course, emotionally heal, and continue moving towards your goal. In this course we will dive into ideas and concepts of grit, resiliency, growth mindset, and the neuroscience of learning to help transform your outlook on working with students from hard places and building resilient learners. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Laura (Jessica) at laura_swalley@friends.edu or Robert (Tyler) at robert_swalley@friends.edu.

Learning Forward Standards: 3, 5

KEPPS Standards: 2, 3

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: This workshop is designed for any personnel that works in a school.

CRN: 20788

Meeting Dates: 04/11/2023-04/20/2023

Enrollment Ends: 04/08/2023

Location: Online

Book Study: *Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom*

Instructor: Amber Carithers **2 credits**
Grade Levels: ALL **Tuition:** \$330
Delivery: Online **Instructor Fee:** N/A

In this galvanizing book for all educators, Kristin Souers and Pete Hall explore an urgent and growing issue - childhood trauma - and its profound effect on learning and teaching. Grounded in research and the authors' experience working with trauma-affected students and their teachers. *Fostering Resilient Learners* will help you cultivate a trauma-sensitive learning environment for students across all content areas, grade levels, and educational settings. The authors- a mental health therapist and a veteran principal provide proven, reliable strategies to help you understand what trauma is and how it hinders the learning, motivation, and success of all students in the classroom, and build strong relationships and create a safe space to enable students to learn at high levels. Furthermore, you will learn how to adopt a strengths-based approach that leads you to recalibrate how you view destructive student behaviors and to perceive what students need to break negative cycles. *The book must be purchased in order to take this course.* This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Amber at amber_carithers@friends.edu.

Learning Forward Standards: 1, 3, 5, 6, 7
KEPPS Standards: 1, 2, 3, 5, 7, 8, 9
Book: *Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom* by Kristin Souers and Pete Hall. ISBN-13: 978-1416621072, ISBN-10: 9781416621072
Materials Fee: N/A **Supplies:** N/A
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20603
Meeting Dates: 04/20/2023-05/11/2023
Enrollment Ends: 04/17/2023
Location: Online

Positive Relationships = Positive Attention

Instructor: Laura Swalley **1 credit**
Grade Levels: K-8 **Tuition:** \$180
Delivery: Online **Instructor Fee:** N/A

Continued negative and interfering behavior by a student can create confusion and lack of confidence for an educator, no matter how many years of accrued classroom experience. Encouraging news is that research supports the fact that the relationship a teacher builds with a student has a powerful and positive impact. "It is teachers who have created positive teacher student relationships that are more likely to have the above average effects on student achievement." John Hattie (2009). Join us as we come together with a mind shift, an attitude of deep understanding, and an intrinsic desire to connect with students in a meaningful way. Educators will be exposed to step by step techniques that build solid foundations and affirming relationships with students. Develop practices that support positive interventions, potential influence, and greater trust with students. Learn how to become proactive with challenging situations. Imagine the change you can see in yourself and in your classroom! This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Laura (Jessica) at laura_swalley@friends.edu.

Learning Forward Standards: 3, 5
KEPPS Standards: 2, 3
Book: N/A
Materials Fee: N/A
Supplies: N/A
Prerequisites: This workshop is for any elementary and middle school personnel.

CRN: 20789
Meeting Dates: 05/02/2023-05/11/2023
Enrollment Ends: 04/29/2023
Location: Online

Graduate Credit Opportunity at a REDUCED price...

...check out the opportunity below!

I've Learned It, Now I Need to Apply It!

Instructor: Jaime Alford

Grade Levels: ALL

Delivery: Online

Learning Forward Standards: 1, 4, 6

KEPPS Standards: 1, 2, 4, 5, 7

Don't let that training manual and all those good handouts go to waste sitting on a shelf! Utilize your learning by applying it in your classroom for credit! In this workshop, we will take what you learned in prior training (conferences, in-services, other workshops) and apply it in your own classroom with feedback and reflection. Sometimes all we need is a little incentive to try new things after we have learned them with some cheering on from the sidelines! Join us as a group of educators share learning and application in an online format with feedback and encouragement from an instructor who understands the adult learning process and is a champion for teachers! You've already had the training, *now get credit for applying it and reflecting on your practice!*

Graduate Workshops Office and Friends University always puts integrity first as we provide you with quality courses for graduate credit. Due to this, and with keeping with the state of Kansas Recertification Requirements, you may only choose the one credit class or the two credit class. You may not sign up for both. If you have questions, do not hesitate to contact our office for help. If you have taken this course a prior time it was offered, you may not sign up for it again. Even though the numbers may be different, the course is the same. Thank you for understanding and we look forward to serving you!

For course information, contact Jaime at jaime_alford@friends.edu.

Prerequisites: Participants must have completed another training and be prepared to document which workshop, in-service topic, or training title they attended and where they received the training.

March 1, 2023 - March 31, 2023

Enrollment Ends: 03/31/2023

1 credit

2 credits

CRN: 20820

CRN: 20822

Tuition: \$100

Tuition: \$200

April 1, 2023 - April 28, 2023

Enrollment Ends: 04/28/2023

1 credit

2 credits

CRN: 20821

CRN: 20823

Tuition: \$100

Tuition: \$200

**Compared to regular workshop prices at \$180 for 1 credit hour and \$330 for 2 credit hours.*

Wichita Public Schools ONLY Workshop

The following workshop was designed for the staff & faculty within Wichita Public Schools USD 259, and are only offered to them. Teachers from other districts will not be able to receive credit for these workshops.

Cognitive Coaching Foundations Workshop

Instructor: Phyllis Cottner 2 credits
Grade Levels: ALL Tuition: \$170
Delivery: In-Person Instructor Fee: N/A

Cognitive Coaching Foundations training provides participants the opportunity to learn strategies that help deepen reflection and thinking during structured conversations. Participants will have opportunities to learn and practice the components of being mediators of thinking. This workshop is for USD 259 Educators only. Must attend all meeting dates to receive credit for the workshop.

For course information, contact Phyllis at phyllis_cottner@friends.edu.

Learning Forward Standards: 1, 2, 5, 6, 7

KEPPS Standards: 2, 3, 4, 5

Book: N/A

Materials Fee: N/A

Supplies: N/A

Prerequisites: N/A

CRN: 20666

Meeting Dates: 11/14/2022, 11/21/2022, 12/09/2022,
12/12/2022, 01/09/2023, 01/13/2023, 02/10/2023,
and 02/13/2023.

Enrollment Ends: 02/20/2023

Location: Wichita Public Schools

Alvin Morris Administration Center (AMAC)

903 S. Edgemoor

Wichita, KS 67218

Verizon Innovative Learning Credits

In collaboration with Digital Promise and their partner schools; Friends University Graduate Workshops is offering credit for 6th -12th grade teachers and coaches for completion of the VILS micro credentials. Enrollment and registration information is on our webpage at www.friends.edu/edworkshops.

Information and log-ins for the micro credentials should be provided by your school tech coach, instructional coach, or principal. Assistance with the Digital Promise platform should be directed to Digital Promise or your school site tech coach. These are not on Moodle.

Friends University Workshop Options Titles	Credit Options (individual CRN enrollment numbers)	VILS Micro Credential Options
Transitioning to Remote Learning	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20670</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20671</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20672</p>	<ul style="list-style-type: none"> • Conducting a Needs Assessment • Developing a Virtual Desk for Remote Learning • Designing Synchronous and Asynchronous Instruction • Communicating with Learners & Families to Support Digital Learning • Engaging in Continuous Improvement for Digital Learning
Digital Fluency	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20673</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20674</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20675</p>	<ul style="list-style-type: none"> • Moving Forward with Hybrid Learning • Evergreen Tools for Remote Learning • Developing & Facilitating Virtual Projects • Enhance Learning with Augmented Reality (AR) • Effectively Leveraging Virtual Reality in the Classroom • Leverage the Power of Podcasts & Video
Designing for Learner Variability	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20676</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20677</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20678</p>	<ul style="list-style-type: none"> • Understanding Learner Variability • Design Better Learning Experiences with Learner Variability • Applying Learner Variability to Coaching Practices • Applying Learner Variability to Teaching Practices • Make Student Thinking Visible

Verizon Innovative Learning Credits

In collaboration with Digital Promise and their partner schools; Friends University Graduate Workshops is offering credit for 6th -12th grade teachers and coaches for completion of the VILS micro credentials. Enrollment and registration information is on our webpage at www.friends.edu/edworkshops.

Information and log-ins for the micro credentials should be provided by your school tech coach, instructional coach, or principal. Assistance with the Digital Promise platform should be directed to Digital Promise or your school site tech coach. These are not on Moodle.

Friends University Workshop Options Titles	Credit Options (individual CRN enrollment numbers)	VILS Micro Credential Options
<p>Designing Inclusive and Accessible Learning Experiences</p>	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20679</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20680</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20681</p>	<ul style="list-style-type: none"> • Creating Digitally Inclusive and Accessible Learning Experiences • Building Powerful Family & Community Partnerships • The Talk: Valuing Diversity in Teaching Practices • Social-Emotional Learning in Today's Classroom
<p>Introduction to Instructional Tech Coaching Year One</p>	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20682</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20683</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20684</p>	<ul style="list-style-type: none"> • Coaching to Create a Digital Age Learning Environment • Leading through Coaching • Cultivating Digital Citizens • Feedback and Communication • Scalability/Sustainability
<p>Introduction to Instructional Tech Coaching Year Two</p>	<p>1 Credit for completion of one credential = \$85 Spring: CRN 20685</p> <p>2 credits for completion of two credentials = \$170 Spring: CRN 20686</p> <p>3 credits for completion of three credentials = \$255 Spring: CRN 20687</p>	<ul style="list-style-type: none"> • Refining the Vision & Knowing Ourselves as Leaders • Conducting Productive Meetings & Building Trust • Developing the Emotional Intelligence of a Team • Engaging in Healthy Communication • Coaching & Supporting Diverse Adult Learners • Navigating Conflict • Reflective Practitioner



Jon Maska & David vanThullenar Workshops

Breaking Barriers

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

This course provides a variety of strategies on how to build relationships with students that can be applied at any point during the school year. The main goal of this course is to show educators that building stronger relationships with students not only helps the students, but also helps educators enjoy their jobs that much more. When students know educators care about them, they begin to care about the content and that is when learning takes place. Because of this, this course inevitably helps teachers break barriers that lead students to better academic performance. An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20620
Meeting Dates: 01/28/2023-03/30/2023
Enrollment Ends: 02/05/2023
Location: Online

Applying the BB Strategies

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

Applying the BB Strategies is a learning extension of the previously offered course *Breaking Barriers*. This course will allow educators to apply previously gained knowledge in the form of hands-on practices. This course will allow the educator to apply directly what they have learned with updated research-based strategies. Educators will have the opportunity to connect meaningful techniques that will ensure greater student academic improvement. Furthermore, the educator will use this opportunity to reflect and improve upon this professional practice. An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20621
Meeting Dates: 02/04/2023-04/10/2023
Enrollment Ends: 02/14/2023
Location: Online

Jon Maska & David vanThullenar Workshops, continued

Classrooms of Inspiration

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

As teachers head into the final stretch of the year, motivation for learning can start to hit a downward spiral. In *Classrooms of Inspiration*, educators will learn ways to keep the drive for academic success alive. By building bridges that connect learners to real-world experiences, educators will establish a shared vision of success to enable students to achieve at high levels. Please join us in this course that will empower educators to actively engage and inspire their students down a path of academic achievement. An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20622
Meeting Dates: 02/11/2023-04/10/2023
Enrollment Ends: 02/21/2023
Location: Online

Implementing Inspirational Success

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

Implementing Inspirational Success is a learning extension of the previously offered course *Classrooms of Inspiration*. This course opportunity will allow educators to further their professional development into their classroom. Educators will identify, develop, and implement plans of inspiration that help promote the academic success of their students. Don't miss out on this great opportunity to help your students thrive both academically and emotionally. An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20623
Meeting Dates: 02/25/2023-04/30/2023
Enrollment Ends: 03/06/2023
Location: Online

Jon Maska & David vanThullenar Workshops, continued

Planning for Distracted Students

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

In the modern world of education, every teacher is seeking out ways to reach the distracted students. The solution might just be right in front of your eyes. In *Planning for Distracted Students*, educators will discover intervention strategies to support ALL students who demonstrate the characteristics of a distracted learner. If you are looking for ways to reach and engage the impulsive, disorganized, and emotionally charged students, this is the class for you. Join us as we will seek to discover successfully ways to guide your students towards a path of academic success. An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20624
Meeting Dates: 03/04/2023-05/10/2023
Enrollment Ends: 03/14/2023
Location: Online

Distracted Student Strategies Applied

Instructors: Jon Maska & David vanThullenar 2 credits
Grade Levels: ALL Tuition: \$200
Delivery: Online Instructor Fee: \$80

As an educator, do you ask if given strategies are truly effective in supporting student needs and curiosity by providing the bridge of opportunity? Does your current strategies meet the needs of the ever-changing students? With the ever-increasing responsibilities of ensuring student achievement and success, it is a must that teachers reach ALL students. This offering will provide a hands-on opportunity for educators to apply the strategies learned in the previous *Planning for Distracted Students* class. Can you afford to miss out on opportunity to directly apply what you learned to the classroom that will empower students to achieve at higher levels? An additional fee of \$80, payable to Jon Maska, is due the first day of class. This course is an online class. Participants will use Moodle to complete their work. Additional computer requirements may be found at: www.friends.edu/technology/. Enrollment closes prior to start date to allow time to establish Moodle accounts. If you need assistance with Moodle prior to class start date, please call Help Desk at 316-295-5767 or email at helpdesk@friends.edu.

For course information, contact Jon at jon_maska@friends.edu.

Learning Forward Standards: 1, 5
KEPPS Standards: 1, 2, 3, 7
Book: N/A Materials Fee: N/A
Supplies: Laptop/Computer to access Zoom and Moodle.
Prerequisites: Students are required to access Friends University email account for all correspondence. For assistance, contact Help Desk at 316-295-5767 during business hours.

CRN: 20625
Meeting Dates: 03/11/2023-05/10/2023
Enrollment Ends: 03/21/2023
Location: Online



MARK
ARTS

Mark Arts
1307 N. Rock Rd.
Wichita, KS 67206

Mark Arts Preregistration: Teachers enrolled in this offering for credit must hold a minimum of a Bachelor's degree. Tuition fee for credit through Friends University is above any fees required of Mark Arts. In addition, teachers must pre-register and provide all required payments through Mark Arts by going to www.markartsk.com.

All materials will be provided, although participants can bring their own tools and materials if they prefer to do so. A lab fee will be included in the registration price through Mark Arts, no other fees will be required. If you are enrolling for Graduate Level Credit, you must also apply and register through Friends University and provide a tuition fee. If you have questions about credit, please contact Friends University Graduate Workshops at 316-295-5516.

Prerequisites: Participants must register through Mark Arts prior to enrollment for credit by going to www.markartsk.com. Teachers enrolled in this offering for credit must hold a minimum of a bachelor's degree. Tuition fee for credit is above any fees required by Mark Arts fees. In addition, teachers must register and provide all required payments through Mark Arts.

Teachers enrolling in workshops through Mark Arts are eligible to apply for scholarships at Mark Arts, if done so 2 weeks before workshop begins.

In-Depth Exploration of Pronto Plate Lithography
Instructor: Douglas Billings **1 credit**
Grade Levels: ALL **Tuition: \$85**
Delivery: On-Ground **Instructor Fee: N/A**

K-12 educators will develop a thorough understanding of the methods and techniques of the many variations of printing using polymer lithographic plates. Including the development of skills in creating a variety of images onto the plates using the following techniques: drawing with ball point pens, sharpie pens, #4 Lithographic Crayons and Pen & India Ink. Participants will also learn painting techniques using India Ink and Acrylic Medium. Lastly, they will learn to create, transfer, and print both digital and photographic images from the lithographic plates.

Through workshop/studio time, educators will deepen their knowledge base while expanding their portfolio and best practices to foster and construct creative activities that support student success in the classroom. Investigation and discussion of the history, and current status of the original hand pulled relief print, as well as proper methods for conservation and exhibition of prints. Participants will engage in a wide range of lithographic techniques individually and in combination. This offering is open to all experience levels.

For course information, contact Douglas at douglas_billings@friends.edu.

Learning Forward Standards: 1
KEPPS Standards: 4
Book: N/A **Materials Fee: N/A**
Supplies: N/A

CRN: 20616
Meeting Dates: 04/21/2023 (5:30 pm-9:00 pm) -
04/22/2023 (08:30 am-5:30 pm)
Enrollment Ends: 04/30/2023
Location: Mark Arts, Printmaking Studio
1307 N. Rock Rd. Wichita, KS 67206



1 IN 5 PEOPLE
have dyslexia

Become a Dyslexia and Literacy Interventionist

Friends University and the Phillips Fundamental Learning Center (PFLC) have joined forces to effectively prepare teachers to teach those with reading difficulties. The joint partnership will allow teachers pursuing their Master of Education at Friends University to apply their elective hours toward the new Dyslexia and Literacy Interventionist Concentration. Specific graduate credit courses are offered through PFLC.

*Every school needs a Dyslexia and Literacy Interventionist.
Be the one who makes an impact on the success
of your students.*

**Courses are conveniently
scheduled throughout the year at
Phillips Fundamental Learning Center.**

For more information, call Sydney at PFLC | 316-684-7323



Learn more at friends.edu/read
adultrecruitment@friends.edu | 316-295-5300

FRIENDS
UNIVERSITY

Phillips Fundamental Learning Center

2220 E. 21st St. N. Wichita, KS 67214

316-684-7323 | www.funlearn.org | info@funlearn.org

Phillips Fundamental Learning Center requires a separate fee for their workshops, which includes materials. The fees have been listed with the descriptions, however, please check their website at www.funlearn.org on the "Courses & Workshops" page found under the "Parent & Teacher Education" tab as prices are subject to change without notice. You may contact Phillips Fundamental Learning Center at 316-684-7323 for further information, to set up your payments, and pay the non-refundable deposit required for the specific workshops. You must register with Phillips Fundamental Learning Center, in conjunction to registering for credit through Friends University. Credit for FLC courses through Friends University is available for \$85 per credit hour.

Phillips Fundamental Learning Center is a privately funded 501(c)3, educational not-for-profit serving children with significant reading, spelling and writing difficulties, including children with dyslexia. Our mission specifically addresses the importance of teaching children to read utilizing research validated literacy instruction and educating parents and the educational community with the same intention and resolve.

For FLC course and materials pricing guides, please visit www.funlearn.org; under the "Parent & Teacher Education" tab at the "Courses & Workshops" link. You may contact FLC at 316-684-7323 for further information. You must register for the class through FLC, set up your payments, and pay the non-refundable deposit. All delivery is online and requires preregistration through FLC for access of course content. For enrollment for graduate credit, please visit www.friends.edu/edworkshops. Enrollment to receive credit through Friends University closes 10 days after the listed start date*.



Structured Literacy Practicum Experience 3 credits
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-12 Tuition: \$255
Delivery: On-Ground Instructor Fee: Contact FLC

The practicum experience allows instructors to apply the teaching methods that they have learned during either the Take Flight Courses or Literacy Intervention Specialist Courses. Instructors will teach the appropriate lesson of acquired skill one hour a day with an individual student or small group of children. Two graduate credits available through Friends University for \$170. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 1, 4, 5, 6, 7
KEPPS Standards: 1, 2, 4, 5, 6, 7, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A
Prerequisites: Bachelor's Degree & interview through FLC.

CRN: 20626
Meeting Dates: 01/17/2023-05/13/2023
(8:30 am-4:30 pm)
Enrollment Ends: 01/27/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

The Fundamental Case .5 credit
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-5 Tuition: \$42.50
Delivery: On-Ground Instructor Fee: Contact FLC

The Fundamental Case is a one-day instructional workshop focused on the development of phonological awareness. Phonemic development is a necessary foundational step for reading, writing, and spelling. Phonological development is the understanding of sounds within language. Research tells us phonemic awareness skills must be taught through direct instruction and practice. Discover the principles of planning strategic lessons to address these critical skills. Learn how to incorporate manipulatives and reinforcement activities to make this crucial foundational skill fun using science of reading based methods. Materials consist of simple-to-use lesson cards, student activity mats and hands-on manipulatives and digital access for reproducibles. One-half graduate credit available through Friends University for \$42.50. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 5, 6
KEPPS Standards: 2, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20628
Meeting Dates: 01/24/2023 (9:00 am-4:00 pm)
Enrollment Ends: 02/02/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

The Grammar Case .5 credit
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-12 Tuition: \$42.50
Delivery: On-Ground Instructor Fee: Contact FLC

(Previously titled Grammar by Colors)
The Grammar Case introduces parents, teachers or other professionals to a multisensory approach to teaching the basic elements of English grammar to children in grades 1-12. This one-day instructional workshop (6 hours of classroom contact) introduces and reinforces the eight basic parts of speech utilizing a color coding system and strategies that promote multisensory teaching techniques and activities. This workshop includes an introduction to basic sentence and paragraph structure, transitioning into expanded sentence and paragraph structure. Materials consist of simple-to-use lesson cards, grammar deck, hands-on manipulatives and digital access reproducible games and practice activities for student use. One-half graduate credit will be available through Friends University. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 1, 4, 5, 6, 7
KEPPS Standards: 1, 2, 4, 5, 6, 7, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20630
Meeting Dates: 01/31/2023 (9:00 am-4:00 pm)
Enrollment Ends: 02/10/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

Literacy Intervention Specialist: Intro 3 credits
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-12 Tuition: \$255
Delivery: On-Ground Instructor Fee: Contact FLC

This two-level graduate training program begins with the two-week introductory course and is recognized by the Academic Language Therapy Association (ALTA) to certify Academic Language Therapists. It will introduce the participant to the theory, instructional practices and development of secondary language, structure, history, curriculum and terminology of the Alphabetic Phonics language program. This course is an Orton-Gillingham-based science of reading approach for teaching literacy skills to children who need a structured, sequential, systematic, multisensory approach, allowing children to be successful readers, spellers and writers. The content includes the integration of phonological awareness, letter recognition, decoding, comprehension, spelling, vocabulary, fluency practice, grammar, and written composition skills. Three graduate credits available through Friends University for \$255. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 1, 4, 5, 6, 7
KEPPS Standards: 1, 2, 4, 5, 6, 7, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20627
Meeting Dates: 02/13/2023-02/24/2023
(8:30 am-4:30 pm)
Enrollment Ends: 02/23/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

The Grammar Case .5 credit
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-12 Tuition: \$42.50
Delivery: On-Ground Instructor Fee: Contact FLC

(Previously titled Grammar by Colors)
The Grammar Case introduces parents, teachers or other professionals to a multisensory approach to teaching the basic elements of English grammar to children in grades 1-12. This one-day instructional workshop (6 hours of classroom contact) introduces and reinforces the eight basic parts of speech utilizing a color coding system and strategies that promote multisensory teaching techniques and activities. This workshop includes an introduction to basic sentence and paragraph structure, transitioning into expanded sentence and paragraph structure. Materials consist of simple-to-use lesson cards, grammar deck, hands-on manipulatives and digital access reproducible games and practice activities for student use. One-half graduate credit will be available through Friends University. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 1, 4, 5, 6, 7
KEPPS Standards: 1, 2, 4, 5, 6, 7, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20631
Meeting Dates: 03/04/2023 (9:00 am-4:00 pm)
Enrollment Ends: 03/14/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

The Fundamental Case .5 credit
Instructor: Phillips Fundamental Learning Center
Grade Levels: K-5 Tuition: \$42.50
Delivery: On-Ground Instructor Fee: Contact FLC

The Fundamental Case is a one-day instructional workshop focused on the development of phonological awareness. Phonemic development is a necessary foundational step for reading, writing, and spelling. Phonological development is the understanding of sounds within language. Research tells us phonemic awareness skills must be taught through direct instruction and practice. Discover the principles of planning strategic lessons to address these critical skills. Learn how to incorporate manipulatives and reinforcement activities to make this crucial foundational skill fun using science of reading based methods. Materials consist of simple-to-use lesson cards, student activity mats and hands-on manipulatives and digital access for reproducibles. One-half graduate credit available through Friends University for \$42.50. For PFLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. Please note: to attend workshops through PFLC, you must also contact them at 316-684-7323 to register for the class, set up your payments, and pay the non-refundable deposit. This workshop will meet at Phillips Fundamental Learning Center, 2220 East 21st Street North, Wichita, KS, 67214. Enrollment closes 10 days from listed start date.

For course information, contact Tammy at tkofford@funlearn.org.

Learning Forward Standards: 5, 6
KEPPS Standards: 2, 8, 9
Book: N/A Materials Fee: N/A
Supplies: N/A Prerequisites: N/A

CRN: 20629
Meeting Dates: 03/18/2023 (9:00 am-4:00 pm)
Enrollment Ends: 03/28/2023
Location: Phillips Fundamental Learning Center
2220 East 21st Street North, Wichita, KS 67214

Learning Forward Standards for Professional Learning

Standards for Professional Learning outline the characteristics of professional learning that leads to effective teaching practices, supportive leadership, and improved student results. Learning Forward is the only association focused solely on the most critical level in improving schools – building the knowledge and skills of educators. Through the Standards for Professional Learning, Learning Forward leads the field in understanding what links professional learning to improved student achievement. We assist classroom, school, and system leaders in solving their toughest problems of practice. Learning Forward members experience practical learning opportunities, receive timely publications, and connect to like-minded educators from around the world.



Standard 1: Learning Communities

Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.

Standard 2: Leadership

Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.

Standard 3: Resources

Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.

Standard 4: Data

Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.

Standard 5: Learning Designs

Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.

Standard 6: Implementation

Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change.

Standard 7: Outcomes

Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

Kansas Educator Preparation Program (KEPPS) Standards for Professional Education

Standard 1: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate, relevant, and rigorous learning experiences.

Standard 2: Learning Differences

The teacher uses understanding of differences in individuals, languages, cultures, and communities to ensure inclusive learning environments that enable each learner to meet rigorous standards.

Standard 3: Learning Environment

The teacher works with others to create learning environments that support individual and collaborative learning, includes teacher and student use of technology, and encourages positive social interaction, active engagement in learning, and self-motivation.

Standard 4: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates content-specific learning and literacy experiences that make the discipline accessible and relevant to assure mastery of the content.

Standard 5: Application of Content

The teacher understands how to engage learners through interdisciplinary lessons that utilize concept based teaching and authentic learning experiences to engage students in effective communication and collaboration, and in critical and creative thinking.

Standard 6: Assessment

The teacher understands how to use multiple measures to monitor and assess individual student learning, engage learners in self-assessment, and use data to make decisions.

Standard 7: Planning for Instruction

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, technology, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard 8: Instructional Strategies

The teacher understands and uses a variety of appropriate instructional strategies and resources to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in relevant ways.

Standard 9: Professional Learning and Ethical Practice

The teacher engages in ongoing professional learning and uses evidence to continually evaluate his-her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard 10: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, support staff, and community members to ensure learner growth, and to advance the profession.

Graduate Workshops Registration Information and Policies

Tuition for workshops is listed individually with the description. Additional fees and/or reading material may be required. A \$30 per class University Technology Fee is included in the tuition price and is listed in the brochure. This is for the use of all university technology including but not limited to: projectors, computers, Moodle, online supports, SmartBoards, etc. There are no application fees required to receive graduate credit. Please see the current workshops brochure for details located at www.friends.edu/edworkshops.

For a description of the minimum computer system requirements needed to take a **blended or online workshop**, please visit to www.friends.edu/technology/.

As a courtesy, Graduate Workshops provides a **reminder email** to enrollees one week prior to a workshop opening. Copies of workshop history, unofficial transcripts, and receipts may be located in your personal Student Self Service account. All correspondence occurs within your Friends University email account, and should be viewed regularly. For assistance, contact Help Desk at 316-295-5767 during business hours.

Cancelled Classes:

On rare occasions or due to special circumstances, Graduate Workshops may be cancelled. Cancellations may occur as a result of low enrollment or inclement weather. In the case of inclement weather, you will be notified by the University Registrar and Graduate Workshops of a cancellation by email, phone call and Facebook posting on the Teacher Education Workshops Facebook page located at www.facebook.com/FriendsUniversityEdworkshops or Falcon Alert. A full refund will be administered in such circumstances. If you choose to transfer your enrollment and funds to a new workshop, please do so immediately (please refer to the Dropping/Adding Classes section for details on how to proceed). If you decide not to enroll in a new workshop, in two business days, the automatic drop and refund process will begin. Please contact Kathie Sell in Student Accounts at 316-295-5912 for details on the refund process.

Workshop Selections:

A course previously taken for credit may not be repeated. Please check with your school's district administrator or Professional Development Committee (PDC) to ensure workshop selections meet re-licensure requirements. If you have questions, feel free to call Graduate Workshops at 316-295-5516.

Name/Address Change:

Students are expected to maintain correct information with the University regarding local residence, permanent mailing address, and email addresses. To report any changes, please contact the Office of the Registrar at 316-295-5400. To report a name change, please send a copy of a government issued document (i.e. Social Security Card, Driver's License, Marriage Certificate, etc.) to the University Registrar's Office by either fax – 316-295-5072 – or by email – registrar@friends.edu.

Transcripts:

To receive an official transcript of academic work at Friends University you must turn in a transcript request form. Please visit www.friends.edu/get-transcripts to see our two options. Official transcripts have a fee and must be requested. Upon receipt of your request and payment, an official transcript will be issued. Please make sure that if you have not received a grade for a workshop, to mark the 'hold for teacher education workshop grades' under the special instructions and write in the workshop that you are holding if you are doing the written request. If you choose the online request, please select the 'Hold for semester grades' and we will hold for any workshops that you are currently enrolled. Please note that if this is not marked, your transcript will be sent out with the class 'in progress'. It is recommended to view your unofficial transcript through Student Self Service prior to requesting an official transcript. **For any transcript questions, please contact the University Registrar at 316-295-5400 or email us at transcripts@friends.edu.**

Transcripts are not released if you have any indebtedness to the University or if there are any other holds placed upon your student record or account. Please check Student Self Service for any holds prior to completing a transcript request.

Transcript Fees:

Online Transcript Request \$15 per copy

****Please Note:** Additional charges may apply to your transcript order and are dependent upon the document destination(s) and the selected delivery method(s)

Paper Transcript Request \$25 per copy

For transcript information details, please go to www.friends.edu/transcripts.

Dropping/Adding Classes:

Students may add/drop workshops at any time during open enrollment periods (prior to start date). A full refund will be issued for any workshop(s) that are dropped, with the understanding that the drop **must occur before midnight of the first day of the workshop**. If you are transferring to a new workshop, please add your new workshop selection prior to dropping. Your payment will transfer to the new workshop once the original workshop is dropped (as long as the two classes are equivalent in price).

To add/drop a workshop, please contact Graduate Workshops office during business hours at 316-295-5516 or email us anytime at educationworkshop@friends.edu.

Remember there will be no refunds after midnight on the first day of class. If you feel you have extenuating circumstances which warrant consideration of a refund after the refund date, please notify the Office of the Registrar to complete an Exceptions Request. If the Exception Request is approved, a refund will be issued. If the exception is denied, the student will have ten (10) days to appeal the decision to the Dean of the Graduate School.

NO REFUNDS will be administered to non-degree seeking workshop students in the case of an administrative withdrawal. Graduate students in a Master's program follow the appropriate refund schedule as outlined in the Graduate School schedule book. Official transcripts will not be issued until any indebtedness to the University has been paid.

Student Withdrawal:

If you chose to withdrawal completely from the University (you wish to take zero (0) workshops for that term/semester), students must notify the Office of the University Registrar in order to completely withdrawal from all workshops. Students will not be able to completely drop all of their workshops through their Student Self Service. Master students in graduate programs must contact their Program Director. The student will fill out a student withdrawal form and the University Registrar will complete the withdrawal process and notify the appropriate departments. **Discontinued class attendance does not constitute an official withdrawal.** The official withdrawal date will be the date this procedure is initiated. If a student does not attend a workshop, the University may elect to administratively withdraw the student from all coursework/workshops (see Administrative Withdrawal).

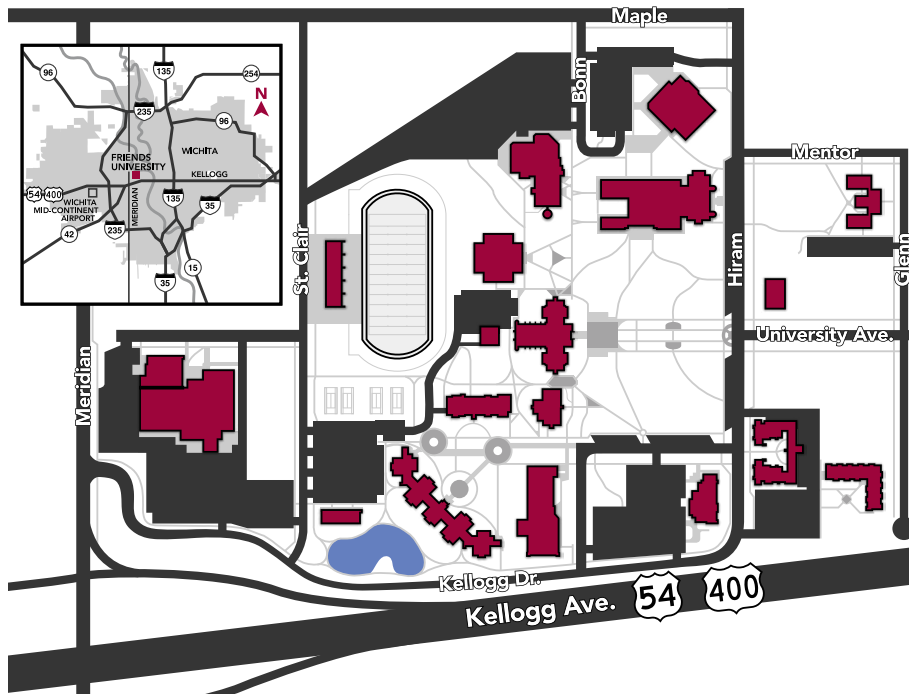
Administrative Withdrawal:

Friends University may elect to initiate an administrative withdrawal in order to withdraw a student from all classes for any of the following reasons:

1. The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
2. The student has failed to meet the University's basic standards for academic performance and/or progress.
3. The student is no longer attending any classes.
4. The student has failed to provide documentation requested by the University in order to complete the student's financial aid file.
5. The student has failed to make payment of tuition and/or fees to the University in the manner, amount and at the time agreed upon between the student and the University's Student Account Services Office.
6. The student has failed to meet the University's code of conduct or community life standards.
7. The student has failed to demonstrate adequate academic achievement, progress and/or expected minimal performance competency(ies) as determined by the student's program or major.

Should Friends University elect to initiate an administrative withdrawal, written notification will be sent to the student. The student will have ten (10) business days to appeal any administrative withdrawal. The completion of an administrative withdrawal does not relieve the student from his or her financial obligations to the University. All charges, which are unpaid by the student at the time of administrative withdrawal, will become immediately due and payable. Refunds will be issued and credits applied in accordance with the University's published refund policy.

Friends University Wichita Campus Map
2100 W. University Ave.
Wichita, KS 67213



Friends University does not discriminate against academically qualified students on the basis of race, color, national or ethnic origin, sex, disability or age in its programs and activities. Accredited by the Higher Learning Commission and a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604; www.ncahlc.org; 1-800-621-7440.

