

**PORTLAND STATE UNIVERSITY  
CONTINUING EDUCATION/GRADUATE SCHOOL OF EDUCATION**

**COURSE INFORMATION SHEET FOR PROPOSED QUARTER CREDIT OR NONCREDIT OFFERINGS**

Continuing Education/Graduate School of Education (CE/ED) provides quarter credit and noncredit educational experiences for educators and human service practitioners. Proposals for educational offerings are welcome from qualified individuals.

For your proposal to be considered, you must submit an Information Sheet, Course Proposal (for all new courses), and Instructor R sum  (if you are a new instructor or if you have not updated your r sum  within the past two years). (NOTE: If this course has been previously approved and you've submitted an updated r sum , only the Information Sheet needs to be sent in.) Courses that are not going to be advertised through CE/ED should be submitted for approval at least 6 weeks prior to the start of the class. Proposal deadlines for courses which you want advertised are shown on the enclosed salmon-colored sheet. No proposal will be formally considered until information is submitted in full.

Return form(s) to: **Portland State University**  
**CE/ED**  
**PO Box 751**  
**Portland OR 97207-0751**  
Or FAX to: **503-725-5599**

Date of Submission 9-8-04

Course Information

Proposed Title: Advanced Professional Training and Development Skills  
(Words such as Institute, School, Specialization, Program, Center cannot be used in the title.)

Is this a repeat course? X Is this a new course?      If new, will you repeat this course in the future?     

Proposed academic department: EPFA 810 / 410 Proposed number of quarter credits: 1

Noncredit:      Undergrad credit: X Undergrad/Grad credit: X Grad credit:     

Contact hours 10

Grading Option

For Undergrad Credit (circle one): **A-F Only**    **XX P/NP Optional**    **P/NP Only**  
Graduate Credit (circle one):    **A-F Only**    **XX P/NP Optional\***    **P/NP Only\***

\*For a graduate course, it is preferable that students take the course for a letter grade. It may be difficult to transfer P/NP courses to a graduate program at a later date.

Logistics

Location site (Building/Room) Regency Blue Cross/Blue Shield - Room 1

Address 100 SW Market St. Portland OR 97204  
Street/PO Box                      City                      State                      Zip Code

Days/Dates Wednesdays, Jan. 26, Feb. 2, 9, 16, 23 Specific times 6:00PM-9:00PM

Student fee (other than PSU \$47): \$ \$200 ASTD Members; \$225 Non ASTD Members

Enrollment Limit 30 Materials Fee \$ 0 Approximate number of students expected 20

Computer requirements for this course (if other than standard web or internet access) None

Course prerequisite? **XX No** Yes Prerequisite

