

Washington County School District
INSERVICE OVERVIEW OF TIME STANDARDS

These guidelines are designed to maintain the quality and integrity of inservice instruction, and are based on the Recertification Standards of the Utah State Office of Education.

Proposals for inservice offerings will be approved at the District level and must include a descriptive outline or syllabus of the offering, a schedule of meeting dates and times, and a professional vita of the instructor.

Inservice credit can be given in half-credit increments beginning with one-half credit and up to five credits. Courses, workshops, conferences, and independent studies are differentiated by the standard and evaluation specified for each.

Courses:

- A. Standard: A course is typically conducted over the length of a quarter or semester. A course requires outside preparation and some kind of evaluation. (The suggested preparation ratio is up to two hours of outside work for every contact hour in class.)
- B. Evaluation: All courses must include an evaluation; either a product, presentation, or an examination. These must be submitted to the course instructor or coordinator.
- C. Credit: On the quarter system, ten (10) classroom hours equal one credit. On the semester system, 15 classroom hours equal one credit or one and one-half credits on the quarter system.

Workshops:

- A. Standard: A workshop is short and intensive, conducted over a very limited time span. A workshop requires follow-through or outside activities and some kind of evaluation after the workshop has been held. (The suggested ratio for follow through activity is up to two hours for every contact hour in the workshop.)
- B. Evaluation: All workshops must include an evaluation, either a product, presentation, or examination. These must be submitted to the workshop leader or the coordinator. Because a workshop is of a brief duration, attendance and participation may also be part of the evaluation.
- C. Credit: On the quarter system, ten (10) workshop hours equal one credit hour. On the semester system, 14 workshop hours equal one credit or one and one-half credits on the quarter system.

Independent Study:

- A. Standard: Independent study is educational experience outside of classes and workshops which have been planned in conjunction with the inservice coordinator of the state or District. Prior approval is required.
- B. Evaluation: Independent study credit will be granted upon written proof of the completion of assigned work.

C. Credit: Thirty (30) hours of independent study equal one quarter credit.

Conferences:

- A. Standard: Conferences have agendas with a wide choice of subjects with minimal audience participation and for which no preparation or homework is required.
- B. Credit: There is no provision for granting credit at the state level for attending conferences and seminars except through the improvement unit process explained in Section 5. However, if a conference has a specific focus that meets the criteria for a workshop, credit may be issued upon prior approval. (See workshops.)

Washington County Staff Development
LANE CHANGE CONVERSION TABLE

<u>Quarter</u>	Equates to	<u>Semester</u>
B+30		B+20
B+45		B+30
M		M
M+30		M+20
M+55		M+36
Doctorate		Doctorate

Course Credit Conversion		
	<u>Quarter</u>	<u>Semester</u>
1 credit:	10 contact hours up to 20 homework hours 30 independent study	15 contact hours 30 homework hours 45 independent study
3 credits	30 contact hours up to 60 hours homework 90 independent study	45 contact hours 90 hours homework 135 independent study
5 credits	50 contact hours 100 homework hours 150 independent study	75 contact hours 150 homework hours 225 independent study

Conversion: When changing semester to quarter, divide by 2 times 3; quarter to semester, divide by 3 times 2.