



Trinity

Professional Development for Educators

SHORT TERM, INTENSIVE,
GRADUATE LEVEL COURSES FOR

- ◆ Teachers
- ◆ Counselors
- ◆ Administrators



Fall 2024



Trinity

Office of Continuing Education

Main Hall – Room 464
125 Michigan Avenue, N.E.
Washington, D.C. 20017

Dear Educator,

Trinity's Office of Continuing Education hopes to help you make a great start to the 2024/2025 school year! Our fall schedule offers over 65 professional development courses for education professionals. These courses are intended for teachers, counselors, administrators, and other school personnel seeking to earn graduate level credit to meet in-service, recertification, and continuing education requirements.

Our courses are offered for every stage of your career, including those for beginning teachers and for experienced professionals. Specific training is available in early childhood education, elementary education, secondary education, technology for educators, ESOL, special education, and counseling. Those wishing to use these courses for recertification are encouraged to obtain prior approval from their respective school system or employer to ensure that the credits are suitable for this purpose.

Trinity recognizes the hectic schedules of teachers and school personnel. To accommodate a more flexible learning format for busy educational professionals, Continuing Education will once again be offering online courses in multiple subject areas. See page 6 for more details.

Admission for our graduate level professional development courses requires that participants in our courses must minimally possess a bachelor's degree from a regionally-accredited higher education institution. Our office has developed a schedule of courses to meet your certification needs. We look forward to seeing you in class this semester.

Sincerely,

Emily Barnett

Dean of Continuing Education

Note: Participation in educational development/continuing education courses through the Office of Continuing Education does not constitute admission or application to Trinity's degree programs (M.A., M.A.T., M.Ed., M.S.A., or other credentials). Continuing Education courses are not part of the curriculum for Trinity's Master's programs and courses cannot be applied toward these degree and certification programs. For information about Trinity's comprehensive graduate programs, please call the Admissions Office at 202-884-9400.

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Trinity: Office of Continuing Education

Main Hall 464, 125 Michigan Avenue, N.E., Washington, D.C. 20017

Telephone: 202-884-9300 **Fax:** 202-884-9084 **E-mail:** ContinuingEd@trinitydc.edu

General Information

What We Offer

Trinity offers graduate level professional development courses for education professionals that combine theory with hands-on experience. These courses are intended for teachers, counselors, administrators, and other school personnel seeking to earn graduate level credit to meet continuing education requirements, including those for in-service and recertification. The courses may be taken for personal interest and/or salary scale increase purposes.

Taught by experienced and highly qualified faculty, these courses typically involve a combination of in-class and guided learning activities that may include related laboratory, field, and other out-of-class activities. The courses offer students an intensive experience covering educational issues, or aspects of curriculum and methodology. Courses may meet on Trinity's campus, at off-site locations, or online as indicated in the schedule of classes.

Persons wishing to use course credits for recertification are encouraged to obtain prior approval from their school system or employer to ensure that the credits are suitable for this purpose.

Note: These courses are not part of the curriculum for Trinity's degree programs (i.e., M.A., M.A.T., M.Ed., M.S.A.). For information about these comprehensive graduate programs, please call the Office of Admissions at 202-884-9400 or visit the [Trinity website](#). Student teaching and/or independent study are not available via the Office of Continuing Education.

Attendance Policy

Continuing Education courses are at a graduate level in an intensive format to meet the scheduling needs of our full-time working students. The thirty hours of instruction are equivalent to a minimum of thirty one hour class meetings if the course took place over a full semester. Participation in class lectures, discussions, and other activities related to a particular course is an essential part of the instruction process. **For this reason, your full attendance is required to pass our courses. If you know in advance of registering that you are unable to attend ALL scheduled meetings in full, do not register for that course;** please consider taking the course in another session. If an emergency arises such as an illness, death in the family, or other unexpected emergency circumstance, the student is responsible for notifying the instructor as soon as possible and will be required to provide documentation to verify the emergency. Reporting the absence does not exempt a student from fulfilling all course requirements.

Taking a Praxis test is not an unexpected emergency and is not an excused absence. Please do not register for a course that will conflict with a Praxis test that will cause you to miss any class time.

Due to the intensive schedule of these courses, grades will be affected and could be lowered by as much as 25% for missing one class. Students who miss more than 25% of any course, including an excused, emergency absence, may be required to repeat the course to receive credit and/or a passing grade. Students who miss the first class will not be permitted to take the course. Students who are more than one hour late to the first class meeting will need the approval of the Office of Continuing Education to join the course.

If an unexpected emergency occurs preventing a student in an online or hybrid class from submitting their online work on time, documentation of an unexpected emergency must be submitted to the Director for verification. If the absence is approved as excused, an extension deadline will be discussed.

Course Cancellations

The University reserves the right to cancel courses, change meeting places, or make other changes that the University deems appropriate. Every effort is made to notify participants prior to the start of the course. If a course is cancelled, all tuition and fees will be refunded unless the student selects another course to replace the canceled one.

Course Confirmation

Students who submit paper registration by fax or mail will receive a registration confirmation by mail. Students will be contacted if there are scheduling changes or if the course is canceled/full at the time of registration. Students who register online can print a schedule confirmation at the time of registration or later by returning to Self-Service (Trinity's online student account portal) and clicking on the "Schedules" tab.

Disability Services

Students requesting accommodations for student services must request these services at least 4 weeks prior to the start of a course. Visit the [Disability Student Services website](#) for more information.

Dropping/Withdrawing a Course

Participants who have registered for a course and wish to drop must complete a Continuing Education Drop/Add Form before the first class. Students may not drop a class after it begins. A \$50 administrative fee is assessed for all drops. A drop fee will not be assessed when dropping and adding a course within the same semester. Students who wish to withdraw from a course must do so before the course ends. Students who withdraw are not eligible for a refund.

Eligibility

Admission to a graduate level Continuing Education course is open to anyone who has minimally attained a Bachelor's degree. Students who have not taken a course at Trinity must provide an official undergraduate transcript, Bachelor's (or higher) diploma, or a teacher's license that indicates a Bachelor's degree or higher when submitting a completed registration form or Online Login/Password Request Form. Students registering for non-credit courses do not need to submit proof of a degree.

Employer Paid Tuition

If your employer has agreed to pay part or all of your tuition, obtain a letter of intent or purchase order from your employer. It must include your name, social security number, amount to be paid, billing address, and the original signature of the person(s) authorizing payment. This documentation must be provided when the paper registration form is submitted. The release of the grade will be withheld until payment is received. DCPS teachers should visit our tuition webpage found in the registration section of our website for billing authorization requirements.

Fees *\$50 tuition discount for credit courses when you register online!*

Tuition for graduate level Continuing Education credit courses is \$530. If a course requires a book and/or materials fee, students will be notified on the first day of class. All registrations with required documentation and payment must be submitted seven calendar days prior to the class start date to avoid a \$50 late registration fee. Registrations are accepted on a space available basis. Full payment is required at the time of registration. Registrations and payments will not be accepted after the start time of an in person class or online synchronous class; online asynchronous class registrations and payments will be accepted until 11:59 pm on the class start date. A \$50 administrative fee is assessed for all drops. The late fee and drop fee are non-refundable. Please visit our website for fees for non-credit courses.

Grades/Transcripts

Each course awards three graduate level credits (with the exception of non-credit Praxis Preparation and health training courses). Letter grades for credit courses are issued at the end of the courses. Grades cannot be given over the telephone. Students are able to access their grades online through Self-Service (Trinity's online student account portal) within 72 hours of the completion of the course. Transcripts may be requested from the Office of Enrollment Services after the grades have been entered. To request an official transcript, please visit Self-Service or the Enrollment Services website.

Refunds

Participants who have registered for a course and wish to drop must complete a Continuing Education Drop/Add Form and submit it to the Office of Continuing Education before the first class. Students may not drop a class after it begins. A \$50 administrative fee is assessed for all drops. Refunds will be processed in 2 to 3 weeks. No refunds will be issued after the course start date.

Registration Policy

Registrations are accepted on a “first-paid” basis. Payment for all tuition/fees is required with the submission of the registration form or online registration in order to reserve your space in a course. Partial payments, post-dated checks, payment plans, and telephone requests to hold a space are not accepted. Registration forms will be returned if the tuition and fees are not included. Online registrations through Self-Service are finalized after credit or debit card payments are approved. Registration will continue on a space-available basis until each course is filled. A \$50 non-refundable late registration fee will be charged to all students whose registration materials are received less than seven calendar days prior to the class start date.

Returned Checks

If the University receives final notice of a check being returned for any reason, you will be notified to pay all outstanding charges immediately and assessed a \$30 returned check fee.

Room Schedules

Due to enrollment fluctuations, room schedules are confirmed the day before the start of the courses. Please check the room signs posted at Trinity in the Main Hall lobby on the first day of class. Trinity campus room assignments can also be viewed by logging into Self-Service (Trinity’s online student account portal) 24 hours prior to the start of the course. Room assignments for off-campus locations will be posted near the main entrance of the building.

Specialty Classes, Customized Training, and/or Teaching In-Service

The Office of Continuing Education provides on-site training for schools, businesses, and organizations. Whether you require skill development in a specific discipline, new skills training, or a series of courses, we can assist you. Courses can be offered at your location or on Trinity’s campus, with days and times arranged at your convenience. Your school can benefit from the customized professional training offered by Trinity. If your counselors and/or administrators need to develop their teaching specialization, counseling techniques, classroom management, leadership skills, or just want to work better as a team, contact the Office of Continuing Education at 202-884-9300 to tailor a successful program for you.

Trinity

Trinity Washington University is a comprehensive university in Washington, D.C., offering a full range of undergraduate and graduate courses and degree programs for students of all ages, through the College of Arts and Sciences, the School of Education, the School of Nursing and Health Professions, the School of Professional Studies, and the School of Business and Graduate Studies. Contact the Office of Admissions at 202-884-9400 about degree-seeking or certificate programs.

University Closures

If an emergency develops requiring school closing, call the Office of Continuing Education at 202-884-9300 to listen to important updates. The Trinity main weather hotline/website might not include information about closings at our off-site locations, thus, it is important to call the Office of Continuing Education directly for an announcement impacting our courses.

Session 1 Tuesday/Thursday September 17, 19, 24, 26, Oct 1 and 3, 2024 6:00 p.m. – 8:30 p.m. *Class meets live online*		
Online Synchronous		
BIO 520	Biology for Teacher, K-6	Online Live
EDU 680A	Leadership for the 21st Century	Online Live
EDU 700C	Praxis I Mathematics	Online Live
EDU 759A	Teaching Reading in Early Childhood	Online Live
EDU 800	Juvenile Delinquency	Online Live
MAED 668B	Modern Geometry	Online Live

Session 2 Saturdays September 21, 28, October 5, 2023 9:00 a.m. – 2:00 p.m. *Class meets live online*		
Online Synchronous		
COUN 615	Mental Hygiene	Online Live
EDU 500H	US History 1945 to present	Online Live
EDU 512A	Methods of Instruction and Assessment for the STEM and CTE	Online Live
EDU 530B	Methods of Teaching Literacy in the Content Area: Secondary, Part I	Online Live
EDU 597A	Supervision and Professional Development in a K-12 Setting	Online Live
EDU 734B	Assessment for Literacy Instruction	Online Live
EDU 881A	Behavior Management for the Special Needs Student	Online Live
EDU 926	Multicultural Education	Online Live
EDU 972A	Language Learning Acquisition	Online Live
EDU 976C	PowerPoint for Educators	Online Live
SPA 500	Spanish for Educators, Part I	Online Live

Session 3 8 Weeks September 30 – November 24, 2024		
Online Asynchronous		
EDU 526A	Children’s Literature	Online
EDU 530B	Methods of Teaching Literacy in the Content Area: Secondary, Part I	Online
EDU 550F	Foundations and Philosophy of Education	Online
EDU 561W	Methods and Strategies for Inclusion	Online
EDU 589H	Human Growth and Development: Secondary	Online
EDU 597A	Supervision and Professional Development in a K-12 Setting	Online
EDU 663A	Child Growth and Development	Online
EDU 666	Process and Acquisition of Literacy	Online
EDU 680A	Leadership for the 21st Century	Online
EDU 682	Methods of Teaching Literacy in the Content Area: Secondary, Part II	Online
EDU 694	Methods of Teaching Secondary	Online
EDU 704B	Instruction of Literacy	Online
EDU 734B	Assessment for Literacy Instruction	Online
EDU 790A	Organization and Leadership of Schools through Administration	Online
EDU 856A	Legal Issues in Education	Online
EDU 875B	Teaching the Gifted Learner	Online
EDU 876C	Classroom Strategies for Teaching the Exceptional Child	Online
EDU 881A	Behavior Management for the Special Needs Student	Online
EDU 893S	Introduction to Special Education	Online
EDU 945	Curriculum Development	Online
EDU 978W	ESL/ESOL Methods and Strategies	Online
EDU 997W	Methods of Teaching World Languages	Online

Online Synchronous Courses

Each synchronous online session will have live online class meetings during the scheduled dates and times. Supplemental instruction be provided through Moodle and work will be required outside of the scheduled live class time. Only one class may be taken in the same synchronous online session. More than one class may be taken in the online asynchronous session.

Session 4 Tuesday/Thursday Oct. 8, 10, 15, 17, 22, 24, 29, Nov 5, 2024 (no class meeting on 10/31) 6:00 p.m. – 8:30 p.m. *Class meets live online*		
Online Synchronous		
EDU 530C	Methods of Teaching Literacy in the Content Area: Elementary	Online Live
EDU 553B	Microsoft Excel	Online Live
EDU 561W	Methods and Strategies for Inclusion	Online Live
EDU 589H	Human Growth and Development: Secondary	Online Live
EDU 700A	Praxis I Reading/Writing	Online Live
EDU 945	Curriculum Development	Online Live
ENV 724	Earth Science for Teachers, K-6	Online Live

Session 5 Saturdays October 19, 26, November 2, 2024 9:00 a.m. – 2:00 p.m. *Class meets live online*		
Online Synchronous		
EDU 515A	Classroom & Risk Management for the STEM & CTE	Online Live
EDU 682	Methods of Teaching Literacy in the Content Area: Sec, Part II	Online Live
EDU 684E	Curriculum & Instruction Methods: Elem	Online Live
EDU 704B	Instruction of Literacy	Online Live
EDU 740A	Conferencing with Parents and Professionals	Online Live
EDU 790A	Organization and Leadership of Schools through Administration	Online Live
EDU 911A	Mathematics with Manipulatives	Online Live
EDU 930A	Classroom Management and Discipline	Online Live
EDU 989A	Teaching Reading to LEP Students	Online Live
ITEC 500	Introduction to Data Analytics for Professionals	Online Live
SPA 501	Spanish for Educators, Part II	Online Live

Session 6 Monday/Wednesday October 28, 30, November 4, 6, 11, 13, 2024 6:00 p.m. – 8:30 p.m. *Class meets live online*		
Online Synchronous		
EDU 510C	Families of the 21st Century	Online Live
EDU 553A	Microsoft Word	Online Live
EDU 663A	Child Growth and Development	Online Live
EDU 666	Process and Acquisition of Literacy	Online Live
EDU 694	Methods of Teaching Secondary	Online Live
EDU 799	Methods of Teaching Writing to LEP Students	Online Live
EDU 856A	Legal Issues in Education	Online Live

Session 7 Saturdays Nov. 9, 16, December 7, 2024 9:00 a.m. – 2:00 p.m. *Class meets live online*		
Online Synchronous		
EDU 531A	Academic Literacy for the STEM and Career Technology Educator	Online Live
EDU 696	General Linguistics	Online Live
EDU 700D	Introduction to Performance-Based Instruction/ Assessment	Online Live
EDU 815	Principles of Social and Emotional Learning	Online Live
EDU 882	Educational Assessment of Learning Disabled Students	Online Live
EDU 888	Delivery of Pupil Personnel Services and Supports	Online Live
EDU 893S	Introduction to Special Education	Online Live
EDU 931	Principles of Teaching and Human Learning	Online Live
ITEC 501	Introduction to Data Visualization for Professionals	Online Live
MAED 525	Algebra for Teachers, K-6	Online Live
MTS 601	Introduction to Web Page Design	Online Live
SPA 503	Spanish for Educators, Part III	Online Live

Non-Credit Courses

Praxis Preparation

EDU 700A Praxis I Reading/Writing

Reading: This course reviews the basic skills of reading comprehension. The course will provide participants with an understanding of critical reading skills and the mechanics of reading through diverse written materials. Classroom learning experiences include the practice of skimming, previewing, locating answers, and summarizing and evaluating written material. **Writing:** This course introduces participants to the basic skills of writing. Participants will benefit from the ability to express their thoughts on paper. This course will provide participants with classroom writing support, including immediate feedback on their common misuses of grammar and sentence structure. They will produce a writing sample including the topic sentence, body of the paper, and the conclusion. Note: No credits are awarded for this course. Praxis preparation courses will include on-line computer-based testing programs.

Tues/Thurs: Oct. 8, 10, 15, 17, 22, 24, 2024

Online Live; 6:00 pm - 8:30 pm (Session 4)

EDU 700C Praxis I Mathematics

Mathematics: This course provides participants with a comprehensive review of the fundamental concepts of arithmetic, algebra, and geometry. It is specifically designed to reduce test anxiety and to help participants to overcome their fear of mathematics. This course will provide participants with classroom support, including feedback about their common mathematical errors. Note: No credits are awarded for this course. Praxis preparation courses will include on-line computer-based testing programs.

Tues/Thurs: September 17, 19, 24, 26, Oct 1 and 3, 2024

Online Live; 6:00 pm - 8:30 pm (Session 1)

Registration

Participants who wish to register for a non-credit course must complete our one-page [Non-Credit Registration Form](#). Please email ContinuingEd@trinitydc.edu to request a registration form.

Registration form & payment need to be received 7 days prior to the start of the course to avoid a \$50 late registration fee. Complete registrations should be submitted to the Office of Continuing Education.

Please see our website for a full list of [Course Descriptions](#).

School of Education Certificate Programs

[Certificate in Early Childhood Education Foundations](#)

The Graduate Certificate in Early Childhood Education Foundations will prepare you to work with children from pre-kindergarten to third grade. Coursework will cover how schools and families interact to influence development and learning, the foundations of how children learn, strategies to help young children acquire language and literacy skills, and techniques for observing and assessing growth. Program courses help students learn to recognize and adapt to students' needs, interests and readiness levels through innovative, research-based pedagogical practices.

[Certificate in Elementary Education Foundations](#)

The Graduate Certificate in Elementary Education Foundations will prepare you to work in 1-6 classrooms. Coursework will cover how schools and families interact to influence development and learning, the foundations of how children learn, strategies to help children acquire language and literacy skills, and techniques for observing and assessing growth. Program courses help students learn to recognize and adapt to students' needs, interests and readiness levels through innovative, research-based pedagogical practices.

[Certificate in Special Education](#)

The Graduate Certificate in Special Education will prepare you to work with students with a wide range of diverse needs. Trinity's program focuses on evidence-based instructional strategies and data-driven best practices to enhance the skills needed to help those with varying social and learning abilities in today's inclusive classrooms. Educators learn to develop effective behavioral interventions, differentiate instruction, and provide appropriate accommodations. Coursework will explore the intersecting relationships of school, home, and community and how they can work together to ensure all students meet their full potential.

[Certificate in Education Policy](#)

This Graduate Certificate in Education Policy is designed for educators and education professionals who are passionate about transforming schools, school systems, and education programs. This graduate-level credential prepares education personnel for careers in school system administration, school districts, non-profit education, or federal and state agencies. It provides students with a foundation in political systems, education law, and education policies needed to critique current standards, tackle complex educational problems, and implement education policies and programs to support teachers and impact the future of education.

The School of Education offers several undergraduate and graduate programs. More information about all programs offered can be found online in the [Academic Catalog](#). Applications for any of these programs may be submitted online through the office of [Admissions](#).

\$50 Tuition Discount with Online Registration!

Please follow the directions below or visit [our website](#) for more information about how to register for a Continuing Education course online.

Non-credit courses do not qualify for an online tuition discount.

Registering for a Course:

1. [Log into our Self-Service registration system](#) with your Trinity login. *If you do not have a Trinity Login, [request one](#).*
2. Click Registration at the top of the page, then click Continuing Education.
3. In the Search bar, type in the course number (EX: EDU 530B) and push enter/return on your keyboard.
4. Click the Add button for your course – it will show up in your cart on the right side of the screen.
5. Click Register and then click Pay Now to complete payment.

Note: *Adding a course to your cart does not reserve a space in the course. Registration is not complete until the payment is processed. Please contact our office at 202-884-9300 or ContinuingEd@trinitydc.edu if you need registration assistance.*

Dates to Remember

Important updates throughout the semester will be available on [our website](#).

Registration Information:

To avoid incurring a \$50 late registration fee per course, complete registration and payment at **least one full week before** your course begins. Tuition discounts are only available through online registration. There are no discounts for the non-credit Praxis I preparation courses. Please visit our website for more information about registration deadlines.

Registration will close 12 hours prior to the start date and time for all online synchronous courses.

Saturdays Online Synchronous
9:00 am – 2:00 pm

Session 2: September 21, 28, October 5, 2023
Session 5: October 19, 26, November 2, 2024
Session 7: November 9, 16, December 7, 2024

Online Asynchronous
Weekly participation for 8 weeks. No live class time.

Session 3: September 30 - Nov. 24, 2024

Tuesday & Thursday Online Synchronous
6:00 pm – 8:30 pm

Session 1: September 17, 19, 24, 26, Oct 1 and 3, 2024
Session 4: Oct. 8, 10, 15, 17, 22, 24, 2024

Monday & Wednesday Online Synchronous
6:00 pm – 8:30 pm

Session 6: Oct. 28, 30, Nov. 4, 6, 11, 13, 2024

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				