

LINDENWOOD

REAL EXPERIENCE. **REAL** SUCCESS.

Dear All,

Counselors may apply to Lindenwood for graduate credit during or after your MOACAC annual conference. To avoid delays with transcripts, we encourage you to apply to Lindenwood at the earliest and complete your conference coursework before the semester ends.

- **EW 51510 MOACAC Annual Conference 2023 (1 Credit Hour)**

To earn graduate credit, please complete the following steps:

- Complete the Lindenwood application form and pay \$75 per credit hour with a credit card each time you enroll in a workshop – [Enroll now](#). Select the ‘workshop’ option on the application and allow 5-7 business days for the Lindenwood application to be processed.
- Once the application is processed, you can check the grade status and unofficial transcript by accessing the *Student Portal* at [My Lindenwood](#). If you have not received your Lindenwood username and password, please email [IT Helpdesk](#) with your full name as per our academic records.
- Grades are processed at the end of each semester.
- **Graduate credits are nonrefundable.** Participants are strongly encouraged to verify with their school districts to determine if this graduate credit is applicable. These may be applied, in most cases, to satisfy CEUs or professional development requirements (plus hours) for salary advancement or licensure renewal. It is up to individual school districts and state certification renewal requirements as to whether they will approve these graduate credits.
- An official transcript may be ordered online through [Parchment](#). Official transcripts are sent directly to a district, employer, or student and bear the university seal.

If you have questions, feel free to check our [FAQ](#) section or reach out to Lindenwood Professional and Continuing Education at pace@lindenwood.edu.

Sincerely,

AZAM NATHANIEL

Specialist, Professional and Continuing Education

636-949-4612 / anathaniel@lindenwood.edu

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MOACAC Annual Conference 2023

Syllabus

Course Title: MOACAC Annual Conference 2023

Course Code: EW 51510

Credit Hours: 1 Credit Hour

Location: St. Charles Convention Center, St. Charles, MO

Date(s): April 2-4, 2023

Directions for Assignment Submission:

Please upload all assignments on **CANVAS** for the grading purposes. This is a change. Do not email assignments!

If you have any questions regarding the assignments, please email WLinton@lindenwood.edu

Required Assignments

| Assignments Titles | Expected Hours to Complete |
|---|-----------------------------------|
| 1.Attendance Requirements (May or may not include Preconference) | 10 Hours |
| 3. PPT | 5 hours |

Detailed Assignment Descriptions

1. **Attendance Requirements (10 hours):** Attend a minimum of 10 hours/sessions during the conference, this may be in person or virtual sessions. List the sessions and time attended in the following format on a Word Doc as well s the total number of hours.

| Session Name | Length of Time |
|---------------------|-----------------------|
| | |
| | TOTAL TIME |

2. Power Point Presentation (5 hours)

- Identify your target audience, name of presentation, and your name on Title Slide.
- Purpose of PPT- May be a review of multiple sessions or may focus on one session. This is your choice so the PPT is relevant to you and is meant to be functional.
- PPT length 12-18 slides. Please make sure PPT is colorful, readable and keeps the audience's interest. Point will be deducted for PPTs that are shorter.
- Please follow the guideline below for your PPT
 - Include the same information on your title slide that you would have on a title page.
 - Include in-text citations for any quote, paraphrase, image, graph, table, data, audio or video file that you use within your presentation. Please note that photographs are considered figures in APA style.
 - The last slide will be your References List.
 - “No citation, permission, or copyright attribution is necessary for clip art from programs like Microsoft Word or PowerPoint” (American Psychological Association [APA], 2020, p. 346).
 - Do not reproduce images without permission from the creator or owner of the image. See section 12.15 of the APA manual for more information about this.

Resource: Goodwin University Library. 2019. How to format a PowerPoint presentation in APA Style. Goodwin University. <https://goodwin.libguides.com/apastyle>.

The Grade Plan:

To earn a grade of “A”: Fully participate in conference activities and complete the written assignments including all the detailed descriptions with clear explanations of your ideas. Minimal to no grammar or punctuation errors and completed by the designated deadline.

To earn a grade of “B”: Fully participate in conference activities and submit the minimum documentation required on the syllabus in a timely manner. Grammar and punctuation error, or failure to thoroughly complete assignments as described in the detailed descriptions will result in point deductions.

Failure to meet the requirement of an “A” or “B” will result in failure of the class.

****If you have any questions regarding the assignments, please email
WLinton@lindenwood.edu**