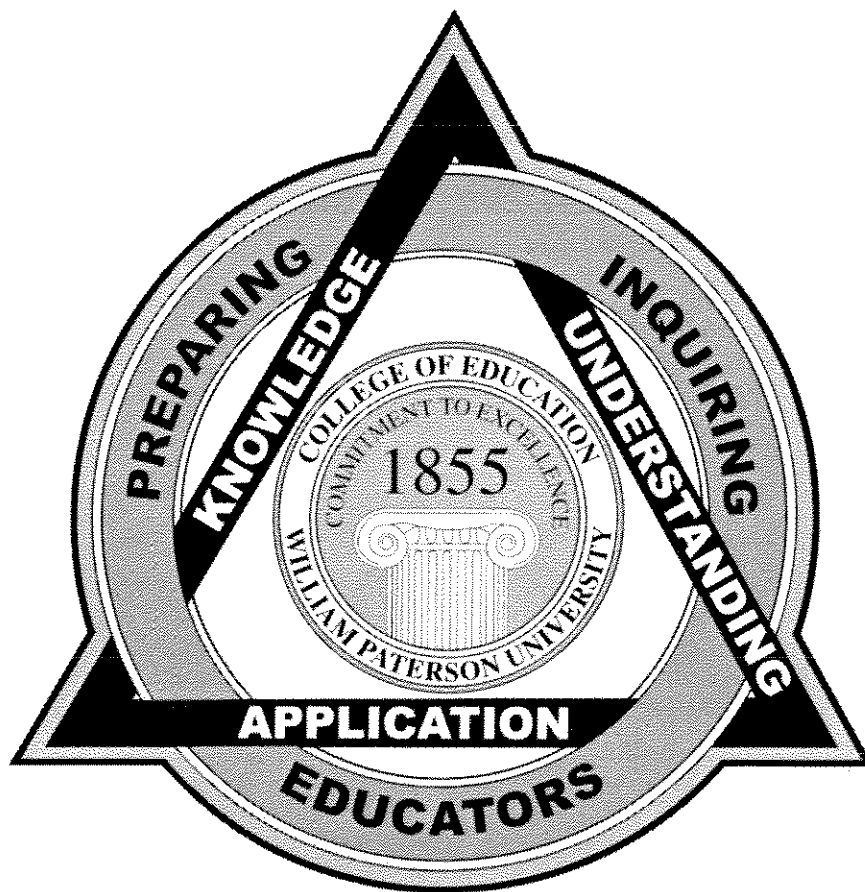


*William Paterson University*  
*College of Education*  
*Professional Development Opportunities*  
*Fall 2008*



*1600 Valley Road*  
*Wayne, New Jersey 07470*



# WILLIAM PATERSON UNIVERSITY

OFFICE OF THE DEAN

COLLEGE OF EDUCATION

1600 VALLEY ROAD • P.O. BOX 920 • WAYNE, NEW JERSEY 07474-0920

973.720.2137 FAX 973.720.3467 • WWW.WPUNJ.EDU

September 2008

Dear Colleagues,


The College of Education is once again offering a selection of Professional Development workshops for the fall semester. Our success last year was very encouraging and we are excited about the offerings listed in this brochure.

Please visit our website [www.wpunj.edu](http://www.wpunj.edu) on a regular basis for updates on offerings through our newly established *Institute for Teaching, Learning and Leadership (ITLL)*. We will be hosting our annual Children's Author Symposium and AccessAbilities Conference in spring 2009 and Leadership and Adolescent Literacy Institutes this summer. We are also co-sponsoring conferences on Bilingual Education (December 2008) and Teaching Asia (April 2009). Our Center for Lesson Study will sponsor two days of in-depth workshops on building professional learning communities (November 20-21).

Each year, William Paterson University hosts National History Day and we are delighted to offer a workshop in October for teachers who are interested in participating this year with their students.

Thanks so much for participating with us in this new initiative. We welcome your suggestions for additional content and topics that will help improve education for all learners and look forward to seeing you on campus in the coming months.

Sincerely,



Dorothy A. Feola  
Associate Dean  
College of Education

# Fall 2008

October						
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- 18 Differentiated Instruction: Strategies and Activities for the Middle School Classroom
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- 20 Keeping Up with the Kids: New Technologies to Enhance your Teaching
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December						
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## December

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Language Diversity: Special Gifts and Challenges

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William Paterson University is committed to providing quality programs to enhance teacher development and training. Whether it is a two-hour workshop for 50 people or an in-service day for 400 people, we can customize a program that will fit your needs. We can assist you in the planning, development, implementation and delivery of your district's in-service days. Quality professionals are available to teach in an array of special areas, which include *Better Behavior Management, Using Graphic Novels, Differentiated Instruction and Technology, The Writing Process* and more. For information about Professional Development opportunities for teachers, contact Nancy Friend at 973-720-3829 or friendn@wpunj.edu. Any workshop described below can also be taught in your district.

## Classroom Management

### How to be a More Effective Teacher

What really works in the classroom? Most busy educators do not have the time to sort through hundreds of research studies to find the most effective teaching strategies. This hands-on workshop will involve teachers in nine effective techniques that have been proven to have positive outcomes on achievement for diverse student populations including those with disabilities. Strategies such as graphic organizers, summarizing, and cooperative learning are not new; however, teachers will be surprised to learn what research studies have shown are the best ways to use these techniques. Each strategy will be taught through active participation and participants will reflect on their own learning

**Presenter:** Jeanne D'Haem  
**Date:** October 15, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E202

### Better Behavior Management

This workshop will present techniques to meet the behavioral needs of all students including those with disabilities and behavioral issues. An effective, proven system of classroom management will be demonstrated along with how to handle angry outbursts and control battles. We will practice behavioral interventions that decrease disruptions and allow the teacher to maintain the pace of instruction. Participants will acquire a variety of positive behavioral management techniques to use in their classes.

**Presenter:** Jeanne D'Haem  
**Date:** December 3, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E201

## Differentiated Instruction

### Differentiated Instruction and Technology

Come learn how classroom instruction can be differentiated using today's technology.

**Presenter:** Sharon Leathers  
**Date:** December 2, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E272

### Differentiated Instruction: Meeting the Needs of the Diverse Learner

Your students are diverse! This workshop will introduce how differentiated instruction can facilitate and enhance instruction for the individual learner.

**Presenter:** Sharon Leathers  
**Date:** October 14, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E220

### Differentiated Instruction: Strategies and Activities for the Elementary Classroom

You will have the opportunity to engage in hands-on differentiated instruction strategies and activities that are effective and easy to implement in an elementary classroom.

**Presenter:** Sharon Leathers  
**Date:** October 21, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E230

### Differentiated Instruction: Strategies and Activities for the Middle School Classroom

You will have the opportunity to engage in hands-on differentiated instruction strategies and activities that are effective and easy to implement in a middle school class. Special attention will be paid to centers and stations.

**Presenter:** Sharon Leathers  
**Date:** November 18th  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E236

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## Content Middle and Secondary Education

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### Comprehension Strategies for Adolescent Readers - Grades 5-8

Are your students in Grades 5-8 struggling to comprehend text? This workshop will focus on comprehension strategies to help students access text – narrative and informational. The importance of explicit instruction and the modeling of these comprehension strategies will be explained and demonstrated.

**Presenter:** Marie Donnantuono  
**Date:** November 12, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E203

### More Picture Books for Older Readers

We're back with additional titles to use with older readers! We will share literature and highlight the connections to content areas, goals and objectives.

**Presenter:** Marie Donnantuono  
**Date:** October 29, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E237

### How to Implement Picture Books in your Classroom

This workshop will begin with an overview of the importance of using picture books and how to properly implement them in your classroom. We will view quality picture books and conduct a small group picture book activity.

**Presenter:** Pamela Felts & Erica Gonzalez  
**Date:** November 19, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E231

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## Early Childhood and Elementary K-5

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### Developing Writing and Implementing Units in Writing Workshops – Grades K - 5

Come review the important elements needed to design and plan a unit of study for a writing workshop. This workshop will feature the 5 steps of the writing process. Implementation ideas will be modeled. We will discuss topics for different writing units and examples of pertinent mini-lessons will be shared.

**Presenter:** Marie Donnantuono  
**Date:** October 22, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E250

### Grant Writing for Elementary Teachers

During this workshop, you will work in a facilitated environment to write the draft sections necessary for any grant application. You will end the workshop with the rough draft of a grant application, including a needs statement, project goals, measurable objectives, implementation methodology, program budget and evaluation.

**Presenter:** Carol Macken  
**Date:** October 16, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E251

### Dr. Seuss Science – Grades 3 – 5

Using books from the *Cat in the Hat's* Learning Library, we will link key science concepts to interactive activities. These books introduce beginning readers to important basic concepts about the world we live in. They provide critical foundations upon which complex facts and ideas can eventually be built. With the addition of science activities, these concepts can be reinforced using interactive materials.

**Presenter:** AnnMarie Christou  
**Date:** October 23, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E252

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## School Librarians

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### How to Be a Building Leader and Why You Need to Be One

To have a successful School Library Media Program, the Library Media Specialist must be seen as an essential part of the educational team. Learn the basics as well as the many non-verbal messages you send that either strengthen or derail your program. Discover how to speak so that your administrator hears you and you earn the respect of your faculty. Create a plan that you can implement in your school.

**Presenter:** Hilda K. Weisburg  
**Date:** October 25, 2008  
**Time:** 9 am - noon  
**Fee:** \$45  
**Workshop Number:** CPE-E254

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## Mathematics

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### 10! A Big Idea for Primary Mathematics

The base-10 numeration system is a powerful representation of numbers. One of its major advantages is the ease of computation with multi-digit numbers. However, many children have difficulty understanding regrouping. Learning and teaching of regrouping is deeply rooted in the understanding of 10. In this session, you will learn how the composing and decomposing of 10 is an essential idea throughout primary mathematics.

**Presenter:** Makoto Yoshida  
**Date:** October 7, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E240

## Developing Formulas for Areas of Plain Figures

Students need to develop formulas for areas of plain figures instead of just memorizing them and applying them. In order to improve their problem solving skills, students also need to find ways to figure out the area of new plane figures using what they have previously learned. How can we provide such lessons in the classrooms? In this session, you will engage in problem solving to develop formulas for areas of many plain figures that are based on the instructional ideas teachers have developed through lesson study.

**Presenter:** Makoto Yoshida  
**Date:** October 21, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E241

## Enhancing Students' Thinking and Understanding in Mathematics Classrooms by Improving the Use of Blackboards

Have you thought about how improving your use and organization of the blackboard might help to improve student thinking and understanding? Have you thought about how good organization on the blackboard can help students with their note taking skills? In this workshop, you will learn how to improve your use of the blackboard by engaging in problem solving using mathematical examples and group discussion.

**Presenter:** Makoto Yoshida  
**Date:** October 28, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E242

## Use of Math Manipulatives in Middle School Grades

Teachers will learn how to use pattern blocks, cubes, fraction pieces and geoboards effectively in their classrooms.

**Presenter:** Paul Lake  
**Date:** November 10, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E243

For the most up-to-date course  
and conference information,  
visit  
[www.wpunj.edu.cpe](http://www.wpunj.edu.cpe)  
or call: 973-720-2354

## Special Education

### Attention Deficit Hyperactivity Disorder and Exercise: The Benefit of Classroom Movement Activities throughout the Day

All students, especially those with ADHD, need exercise to assist with concentration and to use as an outlet for healthy impulse discharge to control impulsivity. One of the general strategies designed for students with hyperactivity includes incorporating movement into classroom life. This can be accomplished by creating a classroom environment that encourages beneficial movement throughout the school day during subject transition times and content lessons, as well as, structure movement games for recess. The learner outcomes for this workshop will be practical classroom movement activities that teachers can use throughout the day. Included will be: techniques on how to create a classroom atmosphere conducive to movement, subject transition movement activities, lesson 'energizers,' movement activities for recess and rainy-day health related activities using the Internet.

**Presenter:** Dr. Christopher Mulrine  
**Date:** October 14, 2008  
**Time:** 4 – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E262

### Autistic Spectrum Disorder...Staying On the Same Page as the Parents of Your Students

Sure you work with families. But, are the practices you employ really working for you? Are they working for the families? This essential workshop designed for teachers and CST members currently working with families of children with ASD will provide multiple strategies for developing productive partnerships. Session content and activities will help you to consider more fully the parent's perspective, enhance communication skills, and decrease parent-professional tension. You will learn how to promote collaboration and work more effectively with parents.

**Presenter:** Nancy Vitalone & Elaine Maskett  
**Date:** November 13, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E248

### Functional Behavioral Assessment of Children with Autism

Participants will learn the purposes and procedures for conducting a Functional Behavioral Assessment. Starting with the collection of data to identify the starting points and goals of a behavior plan, you will learn how effective interventions and positive behavioral supports can create a classroom climate that maximizes learning and social-emotional growth.

**Presenter:** Irene Cook  
**Date:** October 20, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E247



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## Special Learning Opportunities

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### Making National History Day Happen in Your School

History can be fun, especially when students can learn from primary sources – documents, images, objects and people! Explore methods of locating, validating and incorporating primary and secondary sources into your curriculum with National History Day. Strategies and techniques for presenting research (including websites, the newest category) will be highlighted. Two workshops will be held from 4-7 pm with a light supper provided. One workshop will be held in the North Jersey and one in the South Jersey.

**Presenters:** Margaret Renn, Ron Becker and Joan Ruddiman

#### Dates & Locations:

**October 7th (4 – 7 pm) - Princeton University's Mudd Research Library**

**Focus:** Research using archival libraries and developing bibliographies

**October 20th (4 – 7 pm) - William Paterson University**

**Focus:** Websites and documentaries

**October 23th - Rider University**

**Focus:** Research using archival libraries and developing bibliographies

**October 28th (9 am – 1 pm) - Rutgers Special Collections Library**

**Focus:** Performances and documentaries

Please register by calling 973-720-3748 or emailing [njhistoryday@wpunj.edu](mailto:njhistoryday@wpunj.edu)

### Brainstorming for National Board Certification

Learn how to become a National Board Certified Teacher. Find out what the process involves, how to prepare for the experience, and how to choose good examples of your teaching accomplishments.

**Presenter:** Michelle Kowalsky, NBCT  
**Date:** October 15, 2008  
**Time:** 4:30 pm – 7:30 pm  
(Note: Starting time is 4:30 pm)  
**Fee:** \$45  
**Workshop Number:** CPE-E255

### Echoes and Reflections: A Holocaust Curriculum for High School and Middle School

The Center for Holocaust and Genocide Studies is offering a 3 hour workshop, *Echoes and Reflections*, for high school and middle school teachers. Whether teaching a full semester Holocaust Studies course or including information about the Holocaust in a unit of study on World War II, this curriculum allows teachers to choose as little or as much material as they can cover in a specific time period and still cover the subject matter effectively. ([www.echoesandreflections.org](http://www.echoesandreflections.org)).

The curriculum, developed by the Anti-Defamation League, the USC Shoah Foundation Institute, and Yad Vashem, includes the use of a DVD with eyewitness testimonies. Thanks to a generous grant from the Anti-Defamation League, teachers who enroll in the workshop will receive a

copy of this unique curriculum (DVD and ten multi-part lessons with maps, photos, timelines, glossary and student handouts).

Note: There is a fee of \$30 if you wish to receive Continuing Education credits for this workshop.

**Presenter:** Rebecca Aupperle  
**Date:** October 28, 2008  
**Time:** 4:30 pm – 7:30 pm  
(Refreshments will be served.)  
**Fee:** No fee – underwritten by the ADL  
**Workshop Number:** CPE-E279

For more information, please contact Dr. Miryam Wahrman, Director of the WPUNJ Center for Holocaust and Genocide Studies, at [wahrmanm@wpunj.edu](mailto:wahrmanm@wpunj.edu) or 973-720-3456.

### Keeping Up with the Kids: New Technologies to Enhance your Teaching

Need a refresher on new technologies that would help enhance your teaching, your web page, and your “cool factor” with your students? Then attend this hands-on workshop, which is a follow-up to this year’s NJASL session and an extension of university’s SLMS technology course.

**Presenter:** Michelle Kowalsky  
**Date:** November 20, 2008  
**Time:** 4:30 pm – 7:30 pm  
(Note: Starting time is 4:30 pm)  
**Fee:** \$45  
**Workshop Number:** CPE-E256

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## Technology

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### Teaching Millennials in the Current Millennium: Classroom 2.0

This workshop offers creative strategies for integrating new media and Web 2.0 technologies into the curriculum. You will learn how to: outline resources and activities for producing media in classrooms when you may have limited resources and equipment; create a basic website; and showcase students’ media projects. Each participant will develop their own website and digital story for their classroom. You will leave the session with a weblink of your own.

**Presenter:** Melda Yildiz  
**Date:** November 11, 2008  
**Time:** 4 pm – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E238

### Wikis, Blogs, Virtual Portfolios and Beyond

In this hands-on workshop, you will learn how to integrate multiple forms of media into the curriculum as well as effective methods to effortlessly combine literacy and new technologies.

**Presenter:** Dr. Melda Yildiz  
**Date:** November 18, 2008  
**Time:** 4 – 7 pm  
**Fee:** \$45  
**Workshop Number:** CPE-E218

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## Conferences and Institutes Fall 2008 and Spring 2009

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### Building a Professional Learning Community Lesson Study Work Sessions – November 20 - 21, 2008

As a form of professional development, lesson study is the critical systemic feature that enables teachers to improve classroom instruction. It differs from other forms of professional development because it takes place in the moment of teaching and learning. Its primary focus is on how students think and learn and its goal is the continual improvement of teaching.

Our work sessions are designed for those new to lesson study as well as those with lesson study experience. You will examine lesson study's principles, learn how to build the collaborative processes that allows you to learn from your peers, and develop the observational skills needed to learn from your students. You will see lesson study in action and you will witness results and speak with teachers who have implemented this professional learning discipline.

Lesson study is a proven methodology. It is collaborative and very unique. Come experience its power!

Because of the nature of this lesson study experience, the number of participants is limited. The deadline for registration is Thursday, November 6, 2008.

**Date:** November 20 - 21, 2008  
**Time:** Thursday, 8:30 am - 5 pm  
Friday, 8:30 am - 4 pm  
**Fee:** \$250 (2 day registration)  
\$125 (1 day registration)  
**Conference Number:** CPE-E219

### 28<sup>th</sup> Annual Bilingual Conference – Language Diversity: Special Gifts and Challenges December 5, 2008

Our annual bilingual conference is recognized as one of the most stimulating language education forums. This year's conference will focus on the complex interface between the Bilingual/ESL field and Special Education. The concern is not only issues related to the misclassification of English Language Learners as students with learning disabilities, but also their unique situation when their language and cultural diversity are compounded by other special needs.

Dr. Ortiz's keynote address is "The Bilingual/ESL and Special Education Interface: Lessons from the Past and Visions for the Future."

An array of thought-provoking workshops are scheduled including: Distinguishing between ELLs' Special Needs and Behavior Issues, How to Get Second Language Learners to Think Beyond the Language, Creating Virtual Learning Environments for Gifted Linguistically and Culturally-Diverse

Learners, Immigration, Individuation and ELL Students and more.

**Keynote Presenter:** Dr. Alba Ortiz,  
Professor of Special Education and  
Director of the Office of Bilingual  
Education at University of Texas  
**Date:** December 5, 2008  
**Time:** 8 am – 4:15 pm  
**Fee:** \$135  
**Conference Number:** CPE-E215

### Children's Author Symposium

**April 1, 2009**

#### Waking the Dragon: Caring for Your Inner Muse

Bring in your stories, poems, and journaling. Author Trish Marx and author-story teller Laura Simms will use your writing to explore and strengthen your technique and creativity. In addition to releasing your inner muse (whether for publication or for personal enhancement), the evening will also give you ways to help your students discover theirs!

**Date:** April 1, 2009  
**Time:** 5 – 8 pm  
**Fee:** \$35  
**Workshop Number:** CPE-E208

### Teaching Asia Conference – April 2009

This conference is designed to foster the integration of Asia into humanities and social studies curriculum. You will gain an understanding and appreciation from leading experts and you will explore resources available. Teaching kits are included in the conference fee.

**Date:** April 2009  
**Time:** 8:30 am – 4 pm  
**Fee:** \$60 – Social Studies, World Language,  
and Humanities teachers  
**Conference Number:** CPE-E221

### AccessAbilities 2009 – May 18, 2009

Assistive technology has been identified as a critical tool in optimizing communication skills and curriculum access for students with disabilities. This conference is for teachers, parents, therapists, and members of the community who are interested in learning more about assistive technology and augmentative communication.

ASHA CEUs and Professional Development Contact Hours for teachers are available.

**Date:** May 18, 2009  
**Time:** 8 am – 4 pm  
**Fee:** \$99  
**Conference Number:** CPE-E274

### Future Teachers Conference - May 2009

A one-day conference for high school students who are members of future teachers clubs and schools interested in starting future teacher clubs.

**Date:** May, 2009  
**Time:** 9 am – 3 pm  
**Conference Number:** CPE-E222

**Adolescent Summer Literacy Institute  
Teen Literacies: Creating a Curriculum around their  
Knowledge, Interests and Social Lives  
July 2009**

Through the exploration of the multiple literacies and technologies used by today's teens, this institute will discuss the new media used by this population and ways to integrate teen interests, knowledge, and social activities into the language arts curriculum. Included are author chats, hands-on demonstrations of web-casting, blogging and Web 2.0, and strategies for using graphic novels in your classroom.

**Date:** July, 2009  
**Time:** 9 am – 3 pm  
**Fee:** \$225  
**Institute Number:** CPE-E244

**Redefining School Leadership: What Makes  
the Difference? - July 2009**

Today, a school's leadership team struggles to maintain a balance between leadership and management. There is little time to engage in reflective thinking and proactive planning. We invite you to take a three-day journey with us as we redefine leadership and identify what makes the difference.

During this institute, school leaders will refocus their vision and reframe their belief and values as educational leaders. Often your day-to-day work rarely allows you time to reflect on the big picture. Our institute experience will give you an opportunity to affirm your desire to make a difference and reflect on your practice. You will have the opportunity to explore practical, real-life truths about effective leadership for today's schools...learn from video, music, and children's literature...begin your day with a stress conquering strategy and conclude with a reflection on your personalized leadership plan... and learn through plenary sessions, group discussions, and reflection.

**Date:** July, 2009  
**Time:** 9 am – 3 pm  
**Fee:** \$450  
**Institute Number:** CPE-E276

**Mentoring Workshop – August 2009**

This workshop provides experienced K-12 teachers with the skills and knowledge which will allow them to make a difference in the lives of novice teachers. Studies show that between 30 to 50 percent of new teachers leave teaching within the first three to five years due to a lack of support. Participants will learn to: 1) assess their own abilities as mentors; 2) practice communication skills such as active listening, "empathic I" messages and problem solving; 3) acquire "peer coaching" skills by clarifying, observing, questioning and giving feedback; and 4) consider a year-long mentoring plan.

**Presenter:** Anthony Coletta  
**Date:** August, 2009  
**Time:** 9 am – 4 pm  
**Fee:** \$125  
**Workshop Number:** CPE-E226

**Novice Teacher Institute - August 2009**

During this institute for K-12 teachers, we will discuss the critical strategies involved in organizing, planning and teaching during the first most difficult year. Topics include: 1) three characteristics of an effective teacher; 2) planning for classroom routines; 3) classroom management and student guidance techniques; 4) curriculum planning; 5) lesson planning and assessment strategies; 6) responding to different learning styles in your teaching; 7) school law; 8) parent-teacher communication; 9) working with your mentor; and 10) growing as a professional. Each participant will receive a copy of Harry Wong's book, *The First Days of School*.

**Presenters:** Anthony Coletta and  
Anthony LaFemina  
**Date:** August, 2009  
**Time:** 9 am – 4 pm  
**Fee:** \$200  
**Institute Number:** CPE-E227

For the most up-to-date course and conference information, visit  
[www.wpunj.edu/coe](http://www.wpunj.edu/coe)  
or call: 973-720-3829

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**WILLIAM PATERSON UNIVERSITY**

CENTER FOR CONTINUING AND PROFESSIONAL EDUCATION

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 Contact us at 973-720-2354 for further details.

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## Registration Policies and Procedures

Register early to guarantee your enrollment. Registrations are accepted until the classes are full.

**Web Registration:** [https://ww2.wpunj.edu/cpe\\_secure/registration.cfm](https://ww2.wpunj.edu/cpe_secure/registration.cfm)

**Telephone Registration:** 973-720-2354

**Fax registration:** 973-720-2298

Please complete the registration form in the back of this catalog and fax it to the above number. Be sure to include daytime and evening telephone numbers as well as your e-mail address.

### Mail Registration

Please complete the registration form in the back of this catalog and mail it along with your payment to:

William Paterson University  
Center for Continuing and Professional Education  
Attn: Rosa Williams-Hopkins  
1600 Valley Road  
Wayne, New Jersey 07470

Be sure to include daytime and evening telephone numbers as well as your e-mail address. If you are paying by credit card, please be sure to fill in the card number, expiration date, and signature lines on the registration form.

Once your registration and payment are processed, you are automatically enrolled. No confirmation will be sent to you. Plan to attend your workshop or conference as scheduled. You will be notified if the workshop or conference is cancelled or if there is a change in schedule.

### Cancellation Policy

3 hour workshop	Notification must be received in writing at least 2 business days prior to the workshop to receive a full refund minus a \$10 processing fee. If we receive less than 2 business days notice, you will receive a credit towards a future workshop less the \$10 processing fee.
Workshops/Conferences/Institutes with food	Notification must be received in writing at least 3 business days prior to the event to receive a full refund minus a \$25 processing fee. If we receive less than 2 business days notice, you will receive a credit towards a future Workshop, Conference, or Institute less the \$25 processing fee.
All other classes	Notification must be received in writing at least 3 business days prior to the course to receive a full refund minus a \$25 processing fee. If we receive less than 2 business days notice, you will receive a credit towards a future class less the \$25 processing fee. If you cancel after the first class, 50% of your fee will be refunded to you minus the cost of materials and a \$25 processing fee. No refunds or credits will be given after the second class.

All refund requests must be in writing via fax, email or post. Please notify us by mail, fax (973-720-2298) or email ([williamsr@wpunj.edu](mailto:williamsr@wpunj.edu)). Instead of a refund, you may choose to receive a credit for a future workshop/conference/institute or you have another individual to take your place.

No refunds or credits will be given if you fail to show up for a workshop or conference.

If we must cancel a workshop or conference due to inclement weather, insufficient enrollment, or any other reason, you may choose to receive either a full refund or credit towards a future workshop offered in the same school year.

William Paterson University  
is an approved provider of professional development for the  
State of New Jersey.

Participants will receive Professional Development Credit.

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A 10% discount will be given to teachers  
who teach in our Professional Development Schools.  
Please indicate school name/number/city on the registration form.



**William Paterson University**  
**College of Education • 1600 Valley Road • Wayne, New Jersey 07470**