ED5140 Information Sheet –
Continuing Education Credits at the Graduate Level

Designing Virtual School Courses

Course Description

This hands-on course provides the pedagogical and technical training to enable participants to design a 4 - 6 session online course for students. Participants are guided through the process of defining course goals, readings, activities, discussion questions, alignment to state and national standards, assessment, and strategies for building a learning community. Participants are introduced to basic theories of online learning and to specific pedagogical approaches for exemplary online curriculum development for the student. Participants also gain the necessary technical expertise to design effectively for the online environment as they work on their own course designs throughout the training course.

Prerequisites

This is a course for members of virtual course design teams, selected by their educational organizations. Participants are expected to have experience with and responsibility for curriculum development within their organizations, regular access to computers, and proficiency with email and current web browsers. Some experience with online learning and/or facilitation is strongly recommended. Participants are also expected to work closely with their team members, if applicable, throughout the course to develop strategies for designing and running virtual courses within their organizations.

Course Requirements

In addition to completing the course readings and activities, students are required to submit a final product to the course instructor via email, with the following three items:
1. Documentation of their active participation in the online course discussion,
2. A realistic plan for delivery of an online workshop, and
3. An evaluation of their learning.

See page 4 of this document for additional details about the course requirements.

ED5140: Register

Please use the registration document on page 5 of this packet, and choose among the submission options listed below. Fill in the first and third sections of the registration form, which contain required information. The second section is optional. The remaining section will be completed by ETLO staff.

Register Electronically (*Preferred Method of Registration*)
If you were able to open the Microsoft Word version (http://www.edtechleaders.org/documents/gradcredit/ED5140.doc) of this document, you should be able to enter the required information directly into the registration form (see page 5 of this packet). When you have finished, please save the document, and send it as an attachment in an email to Joyce Balich at jbalich@edc.org.

If you opened the PDF version (http://www.edtechleaders.org/documents/gradcredit/ED5140.pdf), you will need to print out the registration form and fill it out by hand (see Register by Mail or Register by Fax below).

Register by Mail
Please print out a copy of the registration form, complete the information in ink, and mail to:

Joyce Balich
Education Development Center, Inc.
43 Foundry Avenue
Waltham, MA 02453-8313

Register by Fax
Please print out a copy of the registration form, complete the information in ink, and fax to Joyce Balich at 781-790-2721.

ED5140: Make Payment

Amount
The cost of continuing education credits at the graduate level for each course is $575.

Payment by Check
Check should be made payable to "Education Development Center, Inc.," and mailed to:

Joyce Balich
Education Development Center, Inc.
43 Foundry Avenue
Waltham, MA 02453-8313

Payment is nonrefundable.

Payment by Credit Card
Payment is also accepted by Visa or MasterCard. Please visit the online credit card form at https://secure.edc.org/etlo/credit.asp and complete the required information. This form is provided over a secure connection.

Payment is nonrefundable.

Credit for 5 quarter or 3.3 semester hours will be awarded for the academic quarter in which the course requirements and payment are submitted. A completion report from Antioch University Seattle will be sent directly to you within 6–8 weeks of the end of the quarter.
End-quarter deadlines are as follows:

Winter Quarter:	March 31st	**Spring Quarter:**	June 30th
Summer Quarter:	September 30th	**Autumn Quarter:**	December 31st

*Please note that you will have one full year from the date of enrollment in the course to complete continuing education credits at the graduate level requirements and make payment if you wish to receive credit.

ED5140: Course Requirements

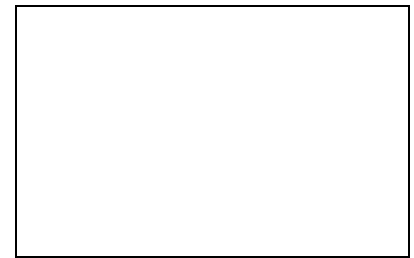*Designing Virtual School Courses*
Detailed Course Requirements
In addition to completing the course readings and activities, students are required to submit a final product to the course instructor via email or demonstrate competence, with the following items described below: 1) modifications to course template for the design of course content, 2) documentation of their active participation in the online course discussion, 3) a realistic development plan for their virtual course, and 4) an evaluation of their learning and course design.

Assignment	Objective	Specific Requirements
Design and Develop Content for an Online Course Students will conceive of, plan, design, and develop an online course for students. The course will be designed according to each participant's organizational needs, for middle/high school or college students. Students will complete 5 sessions in their course, including the course and session descriptions, goals, readings, activities, discussion questions, staff and general course information, and one complete form of Assessment.	• Address specific curricular goals through the design and delivery of online courses • Adhere to legal guidelines when using print and Web resources • Research, collect, and organize content for optimal learning online • Measure student achievement online • Understand and use techniques for creating an online community of learners	• Course Title and Description • In the Course Information section, Course Goals • In the Course Information section, Course Overview • In the Staff Information section, Personal Bio and Photo • In the Assignments section, titles, descriptions, goals, readings, and activities for 5 course sessions • Discussion Questions for each course session in the appropriate forums • One form of assessment
Participate Actively in Course Students will complete all required course activities and readings. Students will visit and post in the online discussion board at least once per week of the course. Students are expected to allow a minimum of two hours per week for the online discussion. *Weekly postings are due each week before the start of the next week's session; students are evaluated on the timeliness of postings in addition to content.*	Demonstrate an understanding of session goals and readings Contribute to collaborative course environment and advance the overall group discussion Display proficiency with using asynchronous discussion tools in the following areas: logging on to the discussion posting new messages responding to postings	Submit to instructor via email: Copies of eight message postings, annotated with information about the relevance of the postings to starting and/or expanding course discussion, and their relation to course readings and activities
Complete Virtual Course Development Plan Students will complete the template for Virtual Course Development Plan. This plan will detail the current status of the student's course and identify strategies for completing and delivering the course.	Demonstrate an understanding of the necessary requirements to complete and run an online course Demonstrate an understanding of how the course will be incorporated into and offered by the school, district, or organization	Submit to instructor via email Virtual Course Development Plan based on template provided in course
Evaluate Learning (Self-Assessment) Students will submit a 1–3 page self-assessment of their participation and learning in the course. The self-assessment should answer the following: What were your greatest challenges and successes as an online course developer in this training course?	Demonstrate an understanding of the key challenges of teaching and learning online	Submit to instructor via email • 1–3 page reflection/self-assessment on participation and learning in the course addressing the assignment at left

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE
CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING

Registration/Course Completion form

ED5140: Designing Virtual School Courses
In collaboration with Education Development Center, Inc.

**Required Information
Please Print Clearly**

Student Name: _____

Street Address: _____

City/State/ZIP: _____

Work Telephone: ( ) _____

Email: _____

District/Org.: _____

Social Security No.: _____

Birthday: _____

Country: _____

Home Telephone: ( ) _____

Fax: ( ) _____

Blackboard username: _____

**Optional
Our files only**

Professional Interests: _____

Professional Goals: _____

Ethnicity:
☐ Black   ☐ Asian/Pacific Islander
☐ American Indian/Alaskan Native
☐ Hispanic   ☐ White, Non-Hispanic
☐ Race/Ethnicity Unknown, Other

Gender:
☐ Female
☐ Male

**Registration
Please Use Ink**

Course Title: **Designing Virtual School Courses**

Date Registered _____
(office use)

Credit(s): 5 quarter or 3.3 semester credit units

Instructor: _____

Date Completed _____
(office use)

Payment Method:
☐ Check #: _____

☐ Credit Card
(MC/Visa Only)

Course Start Date: _____

Course Number: **ED5140**

Please make secure payment at EDC site:
https://secure.edc.org/etlo/credit.asp

**Course Completion Information.
This section will be completed by your instructor**

Instructor's comments:

Credit(s) granted: _____

Instructor's signature: _____   Date: _____

Antioch Center for Community and Professional Learning