ED5151 Information Sheet –
Continuing Education Credits at the Graduate Level

Facilitating and Implementing Online Professional Development
Course Description

This course prepares participants to facilitate online workshops within their schools, districts, organizations or educational programs. The course includes an in-depth exploration of the elements of effective online professional development, preparing participants to help their organization realize the power of online learning. Participants learn how to build an online learning community, address technical difficulties, motivate and meet the diverse needs of adult learners, and facilitate meaningful discussions. Additionally, participants develop specific skills necessary to facilitate their own online workshops within their organizations. Participants review the content of the online workshops they will facilitate and complete all background preparations necessary to run the workshops. Upon successful completion of this course, participants will be certified Online Professional Development (OPD) Specialists.

Course Requirements

In addition to completing the course readings and activities, participants 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 Facilitation Task List which outlines required steps and key strategies 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.

ED5151: Register

Course Registration Form

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/ED5151.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/ED5151.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.

ED5151: Make Payment

Amount
The cost of credit 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 to complete credit requirements and make payment if you wish to receive credit.

This course can be counted as one of four courses for a graduate certificate in Educational Technology and Online Learning available through Antioch University Seattle and the EdTech Leaders® Online program. For more information about the certificate, contact your facilitator.

ED5151: Course Requirements

In addition to completing course readings and activities, participants are required to submit a final product to the instructor, with the following items: 1) documentation of their active participation in the online discussion, 2) a Facilitation Task List, and 3) an evaluation of their learning.

Assignment	Objective	Submit to Instructor

Participate Actively in Online Course Participants will complete all required course activities and readings.
 	
 Participants will post in the discussion board in all sessions. Participants 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 session; participants are evaluated on the timeliness and content of postings.
	• 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:
	    o logging on to the discussion
	    o posting new messages
	    o responding to postings
		• Copies of 8 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
		 • Should include at least one example of a reply and one example of starting a new thread

Develop Facilitation Task List Participants will submit a task list for facilitating a specific online workshop in their organization. The list should be detailed and address: 1. Pre-course tasks such as plans for recruiting and enrolling participants. 2. Weekly facilitation tasks, including those that support an active learning community. 3. Post-course tasks, such as assessment of participant final products and overall evaluation of the workshop.	• Demonstrate an understanding of the necessary requirements to facilitate an online professional development workshop within the participant's specific school, district, or organization	• Thoroughly completed "Facilitation Task List" **OR** 3–5 page description of plan for facilitating a specific workshop in participant's school, district, or organization • Should address the three areas described to the left, under Assignment
Evaluate Learning (Self-Assessment) Participants will submit a 3–5 page self-assessment of their participation and learning in the course. The self-assessment will include reflective responses to the following questions: 1. What were your greatest challenges and successes as a learner in this online course? 2. Based on this experience, what strategies will you employ for successful online facilitation? 3. What do you think the impact of online learning is or will be in your school, district, or organization?	• Demonstrate an understanding of the key challenges of teaching and learning online, of the readings and session topics, and of online learning within one's school, district, or organization.	• 3–5 page reflection/self-assessment on participation and learning in the online professional development course. Will include responses to the reflective questions at left.

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE

CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING
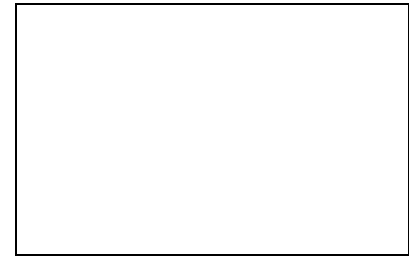
Registration/Course Completion form

ED5151: Facilitating and Implementing Online Professional Development

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

Gender:
- ☐ Female
- ☐ Male

Registration — Please Use Ink

Course Title: **Facilitating and Implementing Online Professional Education**

Instructor: _____

OPD Course Start Date: _____

Date Registered _____ (office use)

Date Completed _____ (office use)

Course Number: **ED5151**

Credit(s): _____ 5 quarter or 3.3 semester graduate units

Payment Method:
- ☐ Check #: _____
- ☐ Credit Card (MC/Visa Only)

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