



## **ED5152 Information Sheet – Continuing Education Credits at the Graduate Level**

### **Practicum: Facilitating an Online Workshop**

#### **Course Description**

This practicum provides participants with the opportunity to apply the facilitation strategies and techniques learned through the ED5151 course, and to gain practical experience implementing an online course in a school district or educational organization. Participants will select a specific online workshop aligned to the professional development needs within their local district or organization, and facilitate this workshop for colleagues, under the supervision of program faculty. Participants will participate in a faculty-led semester-long online forum with other student facilitators, to share experiences and reflect on key issues in online professional development.

#### **Course Requirements**

Participants are required to facilitate an online workshop and participate in the ETLO Forum throughout the facilitation, posting at least eight times during that period. Participants are also required to submit a final product to the course instructor via email, with the following three items:

1. Required elements from facilitating the online workshop,
2. Annotated postings from the Forum, and
3. A final reflective paper.

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

### **ED5152: 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/ED5152.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](mailto:jbalich@edc.org).

If you opened the PDF version (<http://www.edtechleaders.org/documents/gradcredit/ED5152.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.

## **ED5152: 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:**

<b>Winter Quarter:</b>	March 31 <sup>st</sup>	<b>Spring Quarter:</b>	June 30 <sup>th</sup>
<b>Summer Quarter:</b>	September 30 <sup>th</sup>	<b>Autumn Quarter:</b>	December 31 <sup>st</sup>

*\*Please note that you will have one full year from the start date of facilitation of your practicum workshop 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<sup>®</sup> Online program. For more information about the certificate, contact your facilitator.

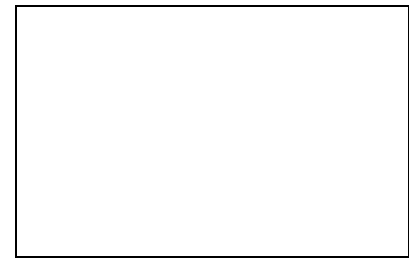
## ED5152: COURSE REQUIREMENTS

ED5152 is a practicum course that functions as a graduate-level seminar, using the ETLO Forum for communication among participants and faculty. Participants are required to facilitate an online workshop and participate in the Forum throughout the facilitation, posting at least eight times during that period. Participants are also required to submit a final product to the course instructor via email, with the following three items described below: 1) required elements from facilitating the online workshop, 2) annotated postings from the Forum, and 3) a final reflective paper.

Assignment	Objective	Submit to Instructor
<p><b><i>Facilitate an Online Workshop</i></b> Participants will be evaluated on their implementation of an online workshop. In facilitating their workshops, participants will:</p> <ol style="list-style-type: none"> <li>1. Register participants</li> <li>2. Facilitate session discussions</li> <li>3. Provide email updates to workshop participants</li> <li>4. Prepare session summaries</li> <li>5. Conduct pre- and post-workshop evaluation surveys</li> <li>6. Facilitate the development of workshop participant products</li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate proficiency at facilitating an online workshop</li> <li>• Understand the required activities of an online workshop facilitator</li> <li>• Learn to use electronic assessment tools</li> <li>• Assess workshop data</li> </ul>	<ul style="list-style-type: none"> <li>• One session summary</li> <li>• One example of email to participants</li> <li>• One example of participant final product</li> <li>• Brief summary of evaluation data from pre- and post-workshop surveys</li> </ul>
<p><b><i>Participate in ETLO Forum</i></b> Participants will contribute thoughtful postings in the ETLO Forum.</p> <p>Participants will post at least eight times during the practicum.</p>	<ul style="list-style-type: none"> <li>• Actively engage in reflective discussion about issues related to learning and teaching online</li> <li>• Address questions and concerns of online learning in an organized and supervised setting</li> </ul>	<ul style="list-style-type: none"> <li>• Four of the minimum eight postings in the ETLO Forum selected for inclusion in materials submitted to instructor</li> <li>• Postings should be annotated with information on their relevance to the discussions occurring in the Forum</li> </ul>
<p><b><i>Final Reflection Paper</i></b> Participants will complete a 3–6 page final paper, assessing the strengths and weaknesses of their facilitation. The reflection paper should include:</p> <ol style="list-style-type: none"> <li>1. An evaluation of workshop participants' learning outcomes</li> <li>2. Reflective response to the following questions:             <ol style="list-style-type: none"> <li>a) What were the strengths and weaknesses of your facilitation, and how did they affect participant learning in the workshop?</li> <li>b) What were your biggest challenges and successes as an online instructor? What strategies will you take away from this experience for use in future facilitation?</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the key challenges of and important strategies for learning and teaching online</li> </ul>	<ul style="list-style-type: none"> <li>• 3–6 page reflection paper, addressing learning outcomes of participants and facilitation experience of facilitator</li> <li>• Should include responses to the reflective questions at left under Assignment</li> </ul>

**Grading:** Pass/Fail

**ANTIOCH UNIVERSITY SEATTLE**  
**CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING**



*Registration/Course Completion form*  
**ED5152: Practicum: Facilitating an Online Workshop**  
*In collaboration with Education Development Center, Inc.*

Required Information Please Print Clearly	Student Name: _____	Social Security No.: _____
	Street Address: _____	Birthday: _____
	City/State/ZIP: _____	Country: _____
	Work Telephone: (    ) _____	Home Telephone: (    ) _____
	Email: _____	Fax: (    ) _____
	District/Org.: _____	Blackboard username: _____

Optional Our files only	Professional Interests: _____
	Professional Goals: _____
	Ethnicity: <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Race/Ethnicity Unknown, Other
	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male

Registration Please Use Ink	Course Title: <u>Practicum: Facilitating an Online Workshop</u>	Instructor: _____	OPD Course Start Date: _____
	Date Registered _____ (office use)	Date Completed _____ (office use)	Course Number: <u>ED5152</u>
	Credit(s): <u>5 quarter or 3.3 semester graduate units</u>	Payment Method: <input type="checkbox"/> Check #: _____	
		<input type="checkbox"/> Credit Card (MC/Visa Only)	<i>Please make secure payment at EDC site:  <a href="https://secure.edc.org/etlo/credit.asp">https://secure.edc.org/etlo/credit.asp</a></i>

Course Completion Information. This section will be completed by your instructor	Instructor's comments: _____	Credit(s) granted: _____
	Instructor's signature: _____	Date: _____