



ED5153 Information Sheet – Continuing Education Credits at the Graduate Level

Online Course Design

Course Description

This semester-long online course prepares individuals and/or teams to design online courses for teachers or students. During the course, 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. Additionally, training is provided in using the developer tools in the course management system. Upon completion of this course, participants will have created between 20-40 seat hours of content and a formal Course Completion Plan for completing their development work. Participants can take advantage of additional support and feedback from an ETLO staff person and an ongoing support forum during the year following this course.

Course Requirements

There are four requirements for successful completion of ED5153. Participants are required to develop a six-session online course. In addition, participants will submit to the instructor via email, a final product with the following three items:

1. Documentation of their active participation in the online course discussion,
2. A Self-Assessment Checklist designed to evaluate their course content and design in anticipation of completing the course and running it for participants,
3. An evaluation of their learning.

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

ED5153: 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/ED5153.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/ED5153.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.

ED5153: 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 31 st	Spring Quarter:	June 30 th
Summer Quarter:	September 30 th	Autumn Quarter:	December 31 st

**Please note that you will have one full year from the date of enrollment in the course 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.

ED5153: Course Requirements

There are four requirements for successful completion of ED5153. Participants must develop six sessions of content in their course shell and submit to the instructor, a final product with the following items: 1) documentation of their active participation in the course discussion, 2) a Self-Assessment Checklist, and 3) an evaluation of their learning.

Assignment	Objective	Specific Requirements
<p><i>Design and Develop Content for an Online Course</i> Participants will design and develop content for an online course for teachers or students. The course will be designed according to each participant's organizational needs.</p> <p>Participants will develop the goals, objectives, and assessments for their course, as well as six complete sessions of content.</p>	<ul style="list-style-type: none"> • Address local goals through the design and delivery of online courses • Adhere to legal guidelines when using print and Web resources • Organize content in ways that optimize learning online • Measure participant achievement online • Understand and use techniques for creating an online community of learners 	<p>Modifications to course shell</p> <ul style="list-style-type: none"> • Course title, banner and overview • Course goals and expectations • Course overview • Titles and descriptions for each course session • Content for each course session, including readings, activities, and discussion questions • At least one assessment measure
<p><i>Participate Actively in Online Course</i> Participants will complete all required course activities and readings.</p> <p>Participants will visit and post messages to the online discussion at least once per session during the course. Participants are expected to allow approximately two hours per week for the online discussion.</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of session goals and readings • Contribute to collaborative environment and advance the overall group discussion by <ul style="list-style-type: none"> ◦ posting new messages ◦ responding to postings 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • Copies of ten 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
<p><i>Complete Self-Assessment Checklist</i> Participants will a Self-Assessment Checklist detailing the status of the their course and identify necessary steps for completing and delivering the course.</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of the necessary design and content specifications for the development of a high-quality online course 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • Self-assessment checklist based on template provided in the tenth course session
<p><i>Evaluate Learning (Self-Assessment)</i> Participants will submit a 3-6 page self-assessment of their participation and learning in the course. The self-assessment should answer the following:</p> <ol style="list-style-type: none"> 1. What were your greatest challenges and successes as an online course developer in this training course? 	<ul style="list-style-type: none"> • Demonstrate an understanding of the key challenges of teaching and learning online 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • 1–3 page reflection/self-assessment on participation and learning in the course addressing the assignment at left

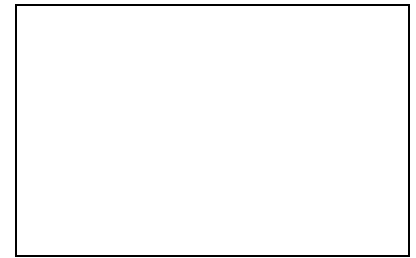
Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE
CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING

Registration/Course Completion form

ED5153: Online Course Design and Delivery

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

Registration
Please Use Ink

Course Title: Online Course Design and Delivery Instructor: _____ OCD Course Start Date: _____
Date Registered _____ Date Completed _____ Course Number: ED5153
(office use) (office use)
Credit(s): 5 quarter or 3.3 semester Payment Method: ☐ Check #: _____
graduate units ☐ Credit Card *Please make secure payment at EDC site:*
(MC/Visa Only) <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: _____