ED5154 Information Sheet –
Continuing Education Credits at the Graduate Level

Practicum: Delivering an Online Course
Course Description
This practicum supports participants as they implement delivery of the online course that they designed in the ED5153 course. Participants will participate in a faculty-led semester-long online forum with other student facilitators and designers, which will explore critical issues in online course delivery. Topics the practicum will address include developing online activities, building an online learning community, assessment, and effective integration of multimedia elements in online courses.

Course Requirements
Participants are required to deliver an online course 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 delivering the online course,
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

ED5154: 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/ED5154.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/ED5154.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.

ED5154: 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 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$^{®}$ Online program. For more information about the certificate, contact your facilitator.
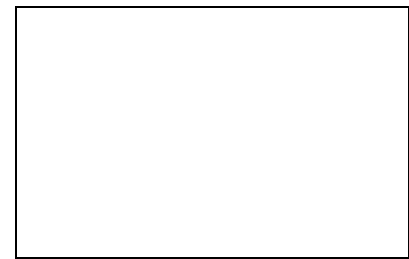
ED5154: Course Requirements

ED5154 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 deliver an online course and participate in the Forum throughout the facilitation, posting at least eight times. Participants are also required to submit a final product to the course instructor via email, with the following items: 1) required elements from delivering the course, 2) annotated postings from the Forum, and 3) a final reflective paper.

Assignment	Objective	Submit to Instructor
Deliver an Online Course Participants will be evaluated on delivery of an online course and will document their work as follows: 1. Register participants 2. Facilitate session discussions 3. Provide email updates to course participants 4. Prepare session summaries 5. Conduct pre- and post- course surveys 6. Facilitate the development of course participants' products	• Demonstrate proficiency at delivering an online course • Understand the required activities of an online course instructor • Learn to use electronic assessment tools • Assess workshop data	• One session summary • One example of email to participants • One example of participant final product • Brief summary of evaluation data from pre- and post-workshop surveys
Participate in the ETLO Forum Participants will contribute thoughtful postings in the online ETLO Forum. Participants will post at least eight times during the practicum.	• Actively engage in reflective discussion about issues related to teaching and learning online • Address questions and concerns about online learning in an organized and supervised setting	• Four of the minimum eight postings in the ETLO Forum selected for inclusion in materials submitted to instructor • Postings should be annotated with information on their relevance to the discussions occurring in the ETLO Forum

Final Reflection Paper
 Participants will complete a 3–6 page final reflection paper, assessing the strengths and weaknesses of the course they delivered. The reflection paper should include the following:
 1. An evaluation of course participants' learning outcomes
 2. Reflective responses to the following questions:
    a) What were the strengths and weaknesses of your course delivery, and how did they affect participant learning?
    b) What were your biggest challenges and successes as an online instructor? What strategies will you take away from this experience?
	• Demonstrate an understanding of the key challenges of and important strategies for teaching and learning online.	• 3–6 page reflection paper, addressing learning outcomes of participants and facilitation experience of facilitator
		 • Should include responses to the reflective questions at left under Assignment

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE

CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING

Registration/Course Completion form

ED5154: Practicum: Delivering an Online Course
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
- ☐ Race/Ethnicity Unknown, Other
- ☐ Asian/Pacific Islander
- ☐ White, Non-Hispanic

Gender:
- ☐ Female
- ☐ Male

Registration — Please Use Ink

Course Title: Practicum: Delivering an Online Course

Date Registered: _____ (office use)

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

Instructor: _____

Date Completed: _____ (office use)

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

OCD Course Start Date: _____

Course Number: **ED5154**

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