



ED5249 Information Sheet – Continuing Education Credits at the Graduate Level

Practicum: Instructing Virtual School Courses

Course Description

This course will enable teachers of virtual courses to develop and demonstrate skills in teaching an online course for virtual school students. All work for this course is also conducted online. Students in this course will teach a course selected by their organization and available on the Web in a popular course-authoring format. Students will teach this course for a group of students selected by their school, district or educational organization.

In addition to successful instruction of an online virtual school course, Students will have a faculty supervisor who will be accessible online, and Students will participate in an ongoing forum with other virtual school instructor practitioners, led by their faculty supervisor. Students will be expected to participate in this forum approximately 2 - 4 hours per week throughout the practicum period.

Online seminar-style reflective forums will engage students in reflective discussions about their experiences, lessons learned and success in teaching students in virtual courses. Topics to be discussed include:

- issues related to course content and strategies to facilitate its delivery
- technical issues for instructors, mentors and students
- collaborating with mentors to ensure student engagement and success
- sharing information, resources and products
- assessing students online

Prerequisites

Background in the content area to be taught is required, with certification in the subject area strongly recommended. Students are also expected to have regular access to computers, and proficiency with email and current web-browsers. A Bachelor's Degree and Teacher Certification are required. The course is open to members of school-based teams participating in a structured virtual school program.

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.

ED5249: Register

Course Registration Form

Please use the registration document on page 5 of this packet, and follow the directions for completing the form below. With the MS Word versions, you should be able to click in each of the grey, editable, areas and begin typing your information. If this does not work properly on your system configuration, it may be easier to download the PDF version and fill out the form by hand (see Register by Mail or Register by Fax below).

Register Electronically (*Preferred Method of Registration*)

Using the registration document you downloaded above, please fill in the first and third sections, which contain required information. The second section is optional so you can choose whether you want to complete it or not. The remaining section will be completed by ETLO staff.

Please save the document, and send it as an attachment in an email to Joyce Balich at jbalich@edc.org.

Register by Mail

Using the registration document you downloaded above, please print out a copy of the registration document, complete the information in ink, and mail to:

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

Register by Fax

Using the registration document you downloaded above, please print out a copy of the registration document, complete the information in ink, and fax to Joyce Balich at 781-790-2721.

ED5249: 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 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 start date of facilitation of your practicum course/workshop to complete continuing education credits at the graduate level requirements and make payment if you wish to receive credit.*

ED5249: Course Requirements

Practicum: Instructing Virtual School Courses

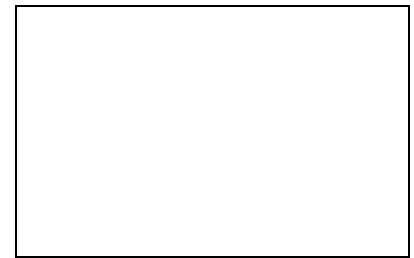
Detailed Course Requirements

In addition to completing the course readings and facilitating an online course for students, students are required to submit a final product to the course instructor via email, with the following items described below: 1) a portfolio of sample artifacts from the online course they taught and 2) an evaluation of their learning.

Assignment	Objective	Submit to Instructor
<p><i>Teach an Online Course</i> Students will be evaluated on their implementation of an online course for students. Students will document their work in the following areas:</p> <ul style="list-style-type: none"> • Register participants • Implement teaching strategies for online instructional units or lessons • Facilitate session discussions • Provide email or other updates to students, parents, administrators or other stakeholders. • Prepare session summaries • Evaluate the efficacy of student learning. • Collaborate with an onsite mentor if applicable. • Conduct pre- and post-course evaluation surveys <p>Facilitate the development of student products as an outcome of learning activities</p>	<ul style="list-style-type: none"> • Demonstrate proficiency at teaching course content in an online course for students • Understand the required activities of an online course instructor in a virtual school setting • Display proficiency with using e-learning course management tools in the following areas: 	<ul style="list-style-type: none"> • a portfolio, which will include at least three artifacts from the course . Examples of artifacts might include a sample welcome message, a discussion thread including a response to a student, a teacher- created assignment, or a teacher-created assessment.
<p><i>Evaluate Learning (Self-Assessment)</i> Students will complete and submit a final reflection paper, minimum of 5 pages, assessing the successes, strengths and weaknesses of the course they taught. The reflection paper should address:</p> <ol style="list-style-type: none"> 1. An evaluation of the learning outcomes of the students assigned to their course. 2. Reflective response to the following questions: <ol style="list-style-type: none"> a) What were the strengths and weaknesses of my course instruction, how did they relate to current research on online teaching and learning, and how did they affect student learning in the course? b) What were the biggest successes and challenges you faced in teaching online? c) Based on this experience, what adjustments will you make in the strategies you will employ for successful online teaching in future courses? 	<ul style="list-style-type: none"> • Demonstrate an understanding of the key challenges of and important strategies for learning and teaching online and of readings as they relate to online teaching and learning experiences by the student 	<ul style="list-style-type: none"> • 3–5 page description of strengths and weaknesses of student's instruction in a online course • Should address the specific areas described to the left, under Assignment

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE
CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING



Registration/Course Completion form

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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 Gender: <input type="checkbox"/> Female <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Male <input type="checkbox"/> Race/Ethnicity Unknown, Other

Registration Please Use Ink	Course Title: <u>Practicum: Instructing Virtual School Courses</u>	Instructor: _____	Course Start Date: _____
	Date Registered: _____ (office use)	Date Completed: _____ (office use)	Course Number: <u>ED5249</u>
	Credit(s): <u>5 quarter or 3.3 semester credit units</u>	Payment Method: <input type="checkbox"/> Check #: _____	
		<input type="checkbox"/> Credit Card (MC/Visa Only)	<i>Please make secure payment at EDC site: https://secure.edc.org/etlo/credit.asp</i>

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