

## **ED5149: INSTRUCTING VIRTUAL SCHOOL COURSES**

### **Course Description**

This course will enable teachers to become familiar with best practices in teaching online courses and to develop important skills as Online Instructors for students. It includes an in-depth exploration of effective strategies for teaching online courses, as well as specialized training to prepare teachers to instruct online courses within their school, district, organization or educational program.

Course sessions include three main components:

- **Introduction to Instructing Virtual School Courses:** Participants will be introduced to best practices in teaching online courses for students and learn how to effectively incorporate online learning into the standards-based curriculum. They will develop strategies for managing and instructing students in the online course environment.
- **Overview to Integrating Technology in the Curriculum:** Participants will explore the ways in which technology and the World Wide Web can enhance standards-based teaching and learning in all subject areas. We will explore how technology can be used to support principles of universal design for all learners.
- **Specialized Preparation to Teach Virtual School Courses:** Participants will develop specific skills necessary to teach their own online courses within their organizations. Participants will review the content of the online course they will teach if available and complete all background preparations necessary to run the courses.

### **Prerequisites**

This is an introductory course for members of virtual school instructional teams, selected by their educational organizations. Participants are expected to have regular access to computers and proficiency with email and current Web browsers.

### **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.

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



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## **ED5149: REGISTER FOR CONTINUING EDUCATION AT THE GRADUATE LEVEL CREDIT**

### **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/ED5149.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/ED5149.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.  
Center for Online Professional Education  
55 Chapel Street  
Newton, MA 02458-1060

### **Register by Fax**

Please print out a copy of the registration form, complete the information in ink, and fax to Joyce Balich at 617-969-1580.



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## **ED5149: 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.  
Center for Online Professional Education  
55 Chapel Street  
Newton, MA 02458-1060

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 date of enrollment in the course to complete credit requirements and make payment if you wish to receive credit.*

## ED5149: COURSE REQUIREMENTS

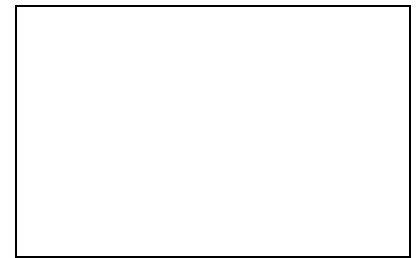
### *Instructing Virtual School Courses* **Detailed Course Requirements**

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 described below: 1) documentation of their active participation in the online course discussion, 2) a realistic plan for delivery of an online course to students, and 3) an evaluation of their learning.

Assignment	Objective	Submit to Instructor
<p><b><i>Participate Actively in Course</i></b> Students will complete all required course activities and readings.</p> <p>Students will visit and post in the online discussion board at least once per week of the course. Students are expected to allow a minimum of two hours per week for the online discussion.</p> <p><i>Weekly postings are due each week before the start of the next week's session; students are evaluated on the timeliness of postings in addition to content.</i></p>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of session goals and readings</li> <li>• Contribute to collaborative course environment and advance the overall group discussion</li> <li>• Display proficiency with using asynchronous discussion tools in the following areas:               <ul style="list-style-type: none"> <li>○ logging on to the discussion</li> <li>○ posting new messages</li> <li>○ responding to postings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Copies of seven 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</li> <li>• Should include at least one example of a reply and one example of starting a new thread</li> </ul>
<p><b><i>Develop Course Delivery Plan</i></b> Students will submit a 3–5 page plan for instructing a specific virtual course for students in their school, district, or organization. The plan should address:</p> <ol style="list-style-type: none"> <li>1. Concrete issues such as methods to support students in the online environment, and should include a sample welcome letter to students the explaining course goals and procedures.</li> <li>2. Plans to assess and monitor student learning.</li> <li>3. Plans to individualize instruction and meet the diverse learning needs of their students.</li> <li>4. Plans to work with mentors, parents and administrators to enable students to meet goals.</li> <li>5. Plans to enhance content with appropriate web-based resources.</li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the necessary requirements to teach a virtual course within the student's specific school, district, or organization</li> </ul>	<ul style="list-style-type: none"> <li>• 3–5 page description of plan for teaching a specific virtual course in student's school, district, or organization</li> <li>• Should address the specific areas described to the left, under Assignment</li> </ul>
<p><b><i>Evaluate Learning (Self-Assessment)</i></b> Students 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:</p> <ol style="list-style-type: none"> <li>1. What were your greatest challenges and successes as a learner in this online course?</li> <li>2. Based on this experience, what strategies will you employ for successful virtual course instruction?</li> <li>3. What do you think the impact of virtual school courses is or will be in your school, district, or organization?</li> </ol>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>

**Grading:** Pass/Fail

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



Registration/Course Completion form  
**ED5149: Instructing Virtual School Courses**

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:     Female  
 Male

Registration Please Use Ink	Course Title: <u>Instructing Virtual School Courses</u>	Instructor: _____	Course Start Date: _____
	Date Registered _____ (office use)	Date Completed _____ (office use)	Course Number: <u>ED5149</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)	Please make secure payment at EDC site: <a href="https://secure.edc.org/etlo/credit.asp">https://secure.edc.org/etlo/credit.asp</a>

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