



---

## **ED5141: PRACTICUM: DESIGNING VIRTUAL SCHOOL COURSES**

### **Course Description**

This course will enable designers and teachers of virtual courses to develop and demonstrate skills in teaching an online course they designed and developed for virtual school students. All work for this course is also conducted online. Students in this course will teach a course they designed 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 delivery of their online virtual school course, students will interact with a faculty supervisor who will be accessible online, and students will participate in an ongoing forum with other virtual school designer/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 successes of the design of their online course for students in virtual courses. Topics to be discussed include the following topics/issues:

- Design of course content and strategies to facilitate its delivery
- Accessibility of course content for students with varying learning styles and needs
- Collaborating and communicating with mentors, parents and other stakeholders to ensure student engagement and success
- Sharing information, resources and products
- Designing and implementing online assessments for students

### **Prerequisites**

Background in the content area of the course to be developed 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.



---

## **ED5141: REGISTER FOR CONTINUING EDUCATION CREDITS AT THE GRADUATE LEVEL**

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

### **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 617-969-1580.



---

## **ED5141: 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.  
Center for Online Professional Education  
55 Chapel Street  
Newton, MA 02458-1060

### **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.

**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 continuing education credits at the graduate level requirements and make payment if you wish to receive credit.*

## ED5141: COURSE REQUIREMENTS

### *Practicum: Designing 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) required elements from delivering the online course, including sample artifacts, and 2) an evaluation of their learning.

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

**Grading:** Pass/Fail



*Registration/Course Completion form*  
**ED5141: Practicum: Designing Virtual School Courses**  
*In collaboration with Education Development Center, Inc.*

2326 Sixth Avenue  
 Seattle, Washington 98121-1814  
 Phone: 206-441-5352

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: <b>Practicum: Designing Virtual School Courses</b> _____	Instructor: _____	Course Start Date: _____
	Date Registered _____ (office use)	Date Completed _____ (office use)	Course Number: <b>ED5141</b>
	Credit(s): _____ 5 quarter or 3.3 semester graduate units	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: _____