



ED5151: FACILITATING AND IMPLEMENTING ONLINE PROFESSIONAL DEVELOPMENT

Course Description

This course prepares participants to facilitate online workshops within their schools, districts, organizations or educational programs. The course includes an in-depth exploration of the elements of effective online professional development, preparing participants to help their organization realize the power of online learning. Participants will learn how to build an online learning community, address technical difficulties, motivate and meet the diverse needs of adult learners, and facilitate meaningful discussions. Additionally, participants will develop specific skills necessary to facilitate their own online workshops within their organizations. Participants will select and review the content of the online workshops they will facilitate and complete all background preparations necessary to run the workshops. Upon successful completion of this course, participants will be certified Online Professional Development (OPD) Specialists.

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:

1. Documentation of their active participation in the online course discussion,
2. A Facilitation Task List which outlines required steps and key strategies 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.



ED5151: 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/ED5151.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/ED5151.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.



ED5151: 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:

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 OPD 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.

ED5151: COURSE REQUIREMENTS

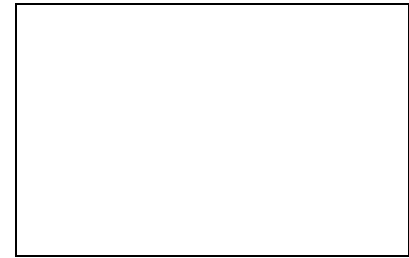
In addition to completing the course readings and activities, participants are required to submit a final product to the course instructor via email, with the following three items described below:

1) documentation of their active participation in the online course discussion, 2) a Facilitation Task List, and 3) an evaluation of their learning.

Assignment	Objective	Submit to Instructor
<p>Participate Actively in Online Course Participants will complete all required course activities and readings.</p> <p>Participants will visit and post in the online discussion board in eight sessions of the course. Participants 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; participants are evaluated on the timeliness of postings in addition to content.</i></p>	<ul style="list-style-type: none"> • Demonstrate an understanding of session goals and readings • Contribute to collaborative course environment and advance the overall group discussion • Display proficiency with using asynchronous discussion tools in the following areas: <ul style="list-style-type: none"> ○ logging on to the discussion ○ posting new messages ○ responding to postings 	<ul style="list-style-type: none"> • Copies of 8 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 • Should include at least one example of a reply and one example of starting a new thread
<p>Develop Facilitation Task List Participants will submit a task list for facilitating a specific online professional development workshop in their school, district, or organization. The list should be detailed and should address:</p> <ol style="list-style-type: none"> 1. Pre-workshop tasks such as plans for recruiting and enrolling workshop participants. 2. Weekly facilitation tasks, including those that support an active learning community. 3. Post-workshop tasks, such as assessment of participant final products and overall evaluation of the workshop. 	<ul style="list-style-type: none"> • Demonstrate an understanding of the necessary requirements to facilitate an online professional development workshop within the participant's specific school, district, or organization 	<ul style="list-style-type: none"> • Thoroughly completed "Facilitation Task List" OR 3–5 page description of plan for facilitating a specific workshop in participant's school, district, or organization • Should address the three areas described to the left, under Assignment
<p>Evaluate Learning (Self-Assessment) Participants 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"> 1. What were your greatest challenges and successes as a learner in this online course? 2. Based on this experience, what strategies will you employ for successful online teaching/facilitation? 3. What do you think the impact of online learning programs is or will be in your school, district, or organization? 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE
CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING



Registration/Course Completion form
ED5151: Facilitating and Implementing Online Professional Development

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: **Facilitating and Implementing Online Professional Education** Instructor: _____ OPD Course Start Date: _____
 Date Registered _____ Date Completed _____ Course Number: **ED5151**
 (office use) (office use)
 Credit(s): 5 quarter or 3.3 semester graduate units Payment Method: Check # _____
 Credit Card (MC/Visa Only) *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: _____