



ED5153: ONLINE COURSE DESIGN AND DELIVERY

Course Description

This semester-long online course prepares teams of participants from an organization to be Online Course Design Specialists who can effectively address all aspects of designing and delivering online courses for teacher professional development. During the course, participants are guided through the process of defining course goals, readings, activities, discussion questions, alignment to state and national standards, assessment, and strategies for building a learning community. Participants will examine theories of online learning to create and run effective online courses that address the specific needs of their audience. Upon completion of this course, participants will be eligible to deliver the online courses they have developed for their local teachers and to participate in a year-long support forum with ETLO staff and Online Course Design Specialists from other organizations.

Course Requirements

There are four requirements for successful completion of ED5153. Participants will be required to develop a six-session online course for teacher professional development. In addition, participants will submit to the instructor via email, a final product with the following three items:

1. Documentation of their active participation in the online course discussion,
2. An online course design Self-Assessment Checklist designed to evaluate course content and design in anticipation of completing the course and running it for participants,
3. An evaluation of their learning.

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



ED5153: 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/ED5153.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/ED5153.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.



ED5153: 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 OCD 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.

ED5153: COURSE REQUIREMENTS

There are four requirements for successful completion of ED5153. Participants will be required to develop six sessions of content for their online course and integrate it into their course shell. In addition, participants will submit to the instructor via email, a final product with the following three items described below: 1) documentation of their active participation in the online course discussion, 2) an online course design Self-Assessment Checklist, and 3) an evaluation of their learning.

Assignment	Objective	Specific Requirements
<p><i>Design and Develop Content for an Online Course</i> Participants will design and develop content for an online course for teacher professional development. The course will be designed according to each participant's organizational needs for professional development.</p> <p>Participants will develop the goals, objectives, and assessments for their course, as well as six complete sessions of content.</p>	<ul style="list-style-type: none"> • Address specific professional development goals through the design and delivery of online courses • Adhere to legal guidelines when using print and Web resources • Organize content in ways that optimize learning online • Measure participant achievement online • Understand and use techniques for creating an online community of learners 	<p>Modifications to course shell</p> <ul style="list-style-type: none"> • Course title, banner and description • Course goals and expectations for participation • Course overview • Personal bio and photo (In the Staff Information section) • Titles and descriptions for each course session • Content for each course session, including readings, activities, and discussion questions • At least one assessment measure
<p><i>Participate Actively in Online Course</i> Participants will complete all required course activities and readings.</p> <p>Participants will visit and post messages to the online discussion at least once per session during the course. Participants are expected to allow approximately two hours per week for the online discussion.</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 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • Copies of ten 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
<p><i>Complete Online Course Design Self-Assessment Checklist</i> Participants will complete the template for the Online Course Design Self-Assessment Checklist provided to them in the final session of the course. This checklist will detail the current status of the participant's course and identify needed content and design improvements in anticipation of completing and delivering the course.</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of the necessary design and content specifications for the development of a high-quality online professional development course 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • Self-assessment checklist based on template provided in the tenth course session
<p><i>Evaluate Learning (Self-Assessment)</i> Participants will submit a 3-6 page self-assessment of their participation and learning in the course. The self-assessment should answer the following:</p> <ol style="list-style-type: none"> 1. What were your greatest challenges and successes as an online course developer in this training course? 	<ul style="list-style-type: none"> • Demonstrate an understanding of the key challenges of teaching and learning online 	<p>Submit to instructor via email</p> <ul style="list-style-type: none"> • 1-3 page reflection/self-assessment on participation and learning in the course addressing the assignment at left

Grading: Pass/Fail



Registration/Course Completion form
ED5153: Online Course Design and Delivery

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: Female
 Male

Registration Please Use Ink	Course Title: <u>Online Course Design and Delivery</u>	Instructor: _____	OCD Course Start Date: _____
	Date Registered _____ (office use)	Date Completed _____ (office use)	Course Number: <u>ED5153</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: 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: _____