

Research-based Strategies and Models for Adult Transitions to Postsecondary Education

COURSE OVERVIEW

Research-based Strategies and Models for Adult Transitions to Postsecondary Education is designed to engage adult education teachers, counselors, administrators, and postsecondary partners interested in devising strategies and/or program components to prepare learners for postsecondary education and training.

Once you have registered, you will receive an e-mail confirming your participation and payment. A second e-mail will be sent shortly before the start date of the course with your instructions and passwords for logging in to the online course and joining the telephone conference.

The course was developed and written by Sandy Goodman, Director of the New England College Transition Project of the National College Transition Network.

The course is facilitated by Barbara Hofmeyer, Coaching Consultant, Indiana Adult Education Professional Development Project. Barb can be reached at bhofmeyer@ciesc.k12.in.us and (260) 572-6296.

The course will run for eight weeks and begins with a 90-minute telephone conference on Tuesday, March 24, or Wednesday, March 25, 2009. Both calls start at 1 pm (EDT). The class ends on Wednesday, May 13, 2009. When you enroll in the course you will select one of the telephone conference times on your registration form.

TO PREPARE FOR THE TELECONFERENCE:

Log on to the course and complete the **Course Introduction** lesson. Please complete the assignments prior to the telephone conference. The initial assignments are quite brief, so don't worry if it takes you a little while to find your way around the course.

If you have questions about your user name and password, contact Leah Peterson at leah_peterson@worlded.org.

AS A PARTICIPANT, YOU ARE EXPECTED TO:

- Access the course in advance of the telephone conference in order to prepare for it.
- Start each lesson early in the week and complete all assignments and activities by the Wednesday of the week that they are assigned. We anticipate that you will need three hours each week to complete them.
- Reflect on the readings and materials and respond to the discussion prompts by posting to the discussion board.
- Check back into the discussion areas at least two times each week to read and respond to what others have posted.
- Respond thoughtfully to others' postings with positive feedback, helpful suggestions, and clarifying questions.
- Notify the instructor about any problems with your participation.

We want you to have a good experience and enjoy the discussions and activities. Full participation is encouraged and establishing a schedule for reading, reflecting, and posting to the course will help you get the most from the course.

THE INSTRUCTOR'S ROLE IS TO GUIDE THE PROCESS:

The instructor will not participate in the discussions and activities. However, you can expect support and encouragement from the instructor. The instructor will:

- Facilitate the opening telephone conference
- Read the discussions in the forum areas and respond occasionally with follow-up questions or suggestions for additional resources
- Answer any questions addressed specifically to the instructor within 36 hours and assist participants in locating additional topic materials and resources, as requested
- Check the discussions and e-mail daily
- Follow up with participants to encourage timely completion of activities
- Provide suggestions for "By the Numbers," when requested, throughout the course, and provide feedback on the final project at the end of the course

COURSE SCHEDULE

Each lesson will start on Thursday and end on Wednesday of the following week. Completing the activities as outlined below will allow you to participate fully, as well as have time to post so that others can read your reflections and ideas and respond to you.

Week #	Lesson/Topic	Complete-by date
	Preparation for the Course: Participants will receive instructions on preparing for and accessing the introductory teleconference.	Wednesday, March 18
	Introduction to LMS and Online Learning: Specifically designed for those who are new to online learning, this lesson provides tips on navigating the courseware and getting the best experience from online learning.	Tuesday, March 24
Week 1 <i>March 19–25</i>	Course Introduction: Participants will enter course and complete the assignments in preparation for telephone conference.	Tuesday, March 24 or Wednesday, March 25 Teleconference 1 pm EDT
Week 2 <i>March 26–April 1</i>	Deciding to Go On: What Economic Factors Propel Adults into Postsecondary Education?	Wednesday, April 1
Week 3 <i>April 2–8</i>	Deciding to Go On: How Far Will the GED Take You?	Wednesday, April 8
Week 4 <i>April 9–15</i>	Access and Success in Postsecondary Education: Barriers and Challenges for Adult Learners	Wednesday, April 15
Week 5 <i>April 16–22</i>	Beyond the Front Door: Research-based Strategies for Persistence in Adult and Postsecondary Education.	Wednesday, April 22
Week 6 <i>April 23–29</i>	Models of Support for Adult Students: What Supports Do Adult Education Programs Provide?	Wednesday, April 29
Week 7 <i>April 30–May 6</i>	Applying Research to Practice: How Will You Incorporate a Transition Strategy?	Wednesday, May 6
Week 8 <i>May 7–13</i>	Course Summary	Wednesday, May 13

TECHNICAL ASSISTANCE

We assume that you are comfortable using computers, the Internet, and e-mail. If not, you should ask someone nearby to help you get set up. The instructor may be able to help with some basic troubleshooting. However, if you have any difficulties accessing the online course material, ask for technical assistance by calling **1-800-434-0899**. **For online instructions on how to use the discussion board or other course features, click on *Help* at the bottom of the left-side navigation bar.**

Make sure to review the Online Course Policies below. Questions about your registration or payment for this course should be directed to Leah Peterson at leah_peterson@worlded.org. All other questions should be addressed to Kaye Beall at kaye_beall@worlded.org.

COURSE COMPLETION

To successfully complete the course, participants must do the following:

- Prepare for and participate in the opening conference
- Complete 80% of all activities and assignments, including the final assignments on time
- Contribute to discussions by posting and reading entries in the Discussion Area

Upon successful completion of the course, you will receive a certificate of participation. Contact your state professional development system and/or local organization to inquire about earning credit for taking this course.

ABOUT NETIQUETTE

Our main form of interaction will be through the online discussion board within the course. Below are a few reminders about Internet etiquette, also known as *Netiquette*:

- Pay attention to the discussion threads and post your writings under the appropriate thread. Be sure to change your subject heading when you change subjects. Keep your questions and comments relevant to the focus of the discussion topic.
- It is a good idea to not use ALL CAPS. IT GIVES THE IMPRESSION THAT YOU ARE SHOUTING!

- Acknowledge what someone else has said before posing a different view point. If you disagree with someone, it is a good idea to start a message by briefly re-stating in your own words, what the other person has said. This lets the other person know that you are trying to understand them. At the same time, don't use the bulk of your message to restate someone else's point; allow readers to get to your point without too much delay.
- When you post or e-mail someone with a question, make it as easy as possible for them to help you. Make your question as clear and specific as possible, and provide as much information as possible.
- If another person posts a comment or question that is off the subject, do *not* reply to the list and keep the off-subject conversation going publicly.

If you want to read more, do an online search for *Netiquette*, where you will find plenty of resources.

CLASS ROSTER

We have entered your name, e-mail address, and city and state so that they will appear on the class *Roster*, which can be also accessed from the left navigation bar. This information enables the participants and instructor to identify and contact one another through the class e-mail function within the courseware.

Online Course Policies

For courses hosted by ProLiteracy and World Education, Inc.

Online Course Enrollment and Payment

1. Course registration remains open until two days before the course start date or until maximum enrollment is reached, whichever is first.
2. Courses may be canceled within one week of the course start date due to insufficient enrollment. Refunds will be processed for all registrants
3. Courses may be rescheduled within one week of the course start date due to insufficient enrollment. A course registrant may request a refund of the full course fee in lieu of enrollment in the rescheduled course. ProLiteracy or World Education will process refunds for requests made within 4 weeks (20 business days) of the host organization’s notification of the course date change.
4. ProLiteracy and World Education staff will make a reasonable attempt to insure that the course registrants are able to access the online course system by sending confirmation emails, and through telephone contact if necessary, using the contact information provided upon course registration.
5. Full refunds or credit may be given for requests made **no later than 5 business days** prior to the course start date.
6. Registrants requesting withdrawal from the course **within 5 business days** before or after the course start date may receive a 50% refund or a 75% credit toward another online course offered by the same host organization.
7. No refunds or credit will be given for requests made **after 5 business days** of the course start date. (See chart below.)

← Full Refund or credit		50% refund or 75% credit											No refund or credit→		
		Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs			Fri
								Mon Course Start Date							

8. Refunds will not be provided for registrants who cannot meet the minimum technical requirements for course participation. See Minimal Technical Requirements on pages 3–4.
9. Full refunds or credit will be given to registrants who meet the minimum technical requirements and have technical problems that significantly impact the delivery of the course content and for which ProLiteracy’s technical support is not able to resolve.
10. Although there may be occasions where the course ending dates and final assignment deadlines are extended to accommodate either the participants’ or instructor’s schedules, ProLiteracy and World Education reserve the right to limit course extensions to two weeks. See Online Course Completion Policies on page 2.

Online Course Completion Policies

1. Upon satisfactory completion of all course requirements, course participants may print a Certificate of Completion by going to their Grade Book in the learning management system (LMS) or a certificate will be supplied via e-mail. (ProLiteracy and World Education do not mail hard copies of the course completion certificate.) Completion certificates are available anytime after the course has ended.
2. The Certificate of Completion documents the professional development hours associated with the course, as listed in the course description; it does not document the actual hours the course participant spent doing coursework. Participants may take more or less time, depending on their depth of participation and comfort with technology. Completion time is the estimated time participants should expect to spend with a course; however, the actual number of hours each participant spends on coursework may vary greatly.
3. Course completion requirements are published in the Course Outline and Schedule, available as a document within the course on the LMS. In order to receive a Certificate of Completion, the participant must meet the course completion requirements listed on the Course Outline and Schedule by the final deadline posted.
4. The course instructor has the sole authority to determine if the participant has met the minimum requirements for course completion.
5. The instructor will post the date on which participants may download their Certificate of Completion.
6. Participants may negotiate revision and re-submission of their work with the course instructor; however, the participant must submit revised work by a mutually agreed upon deadline in order to receive the Certificate of Completion.
7. Participants may negotiate a one-time extension for final course completion at the sole discretion of the course instructor. If the participant fails to meet the extended deadline, no further extensions will be allowed.
8. Course content is only available for the duration of the course: After the course has closed, course content and any documents participants have uploaded to the LMS will not be available.

Course Communications Policies

1. Course communications include group e-mails, discussion posts, chats, Webinars, Webinar archives, team discussions, and instructor/participant correspondence.
2. Course instructors and facilitators will use e-mail, either within or outside of the LMS, as the primary source of communication with course participants. Electronic communications will be directed to the e-mail addresses located in the participants' profile within the LMS.
3. Only course participants, instructors, facilitators, and ProLiteracy or World Education staff may access and use LMS course communication tools.
4. Upon request of the individual participant, ProLiteracy and World Education staff, instructors, and facilitators may provide a course participant's sponsor (i.e., one who purchases the course on behalf of the course participant), with the Course Outline and Schedule and the participant's LMS Grade Book information. ProLiteracy and World Education staff, instructors, and facilitators will not provide sponsors access to or records of any course communications.

Minimum Technical Requirements

ProfessionalStudiesAE.org online courses are offered via the IntraLearn learning management system and WebEx Internet conferencing system. To participate in courses, you must have access to a reliable computer with an Internet connection. We recommend a high speed Internet connection. For courses that include Webinar sessions, you must have the ability to be on an Internet-connected computer and a telephone at the same time. We recommend a screen resolution 800x600 or higher.

System Requirements

System requirements for operating the course management software, plug-ins and minimum client requirements (e.g., workstation and browser) are listed below.

PC:

Windows XP
Windows 2000
Internet Explorer 5.5+
Netscape 7.0

Macintosh:

Macintosh OS X
Internet Explorer 5.2 Macintosh Edition
Netscape 7.1 Macintosh Edition
Mozilla Firefox

Note: IntraLearn has been shown to work under Windows 95/98/ME. However, since Microsoft has discontinued support for these operating systems, we will not be able to address any issues related specifically to those operating systems. IntraLearn has not been tested with Microsoft Vista, and ProLiteracy cannot guarantee support for that operating system.

General Requirements for HTML-compliant Browsers

- Accepts cookies
- Supports JavaScript 1.0 and Java 1.0.2.
- Supports XML
- Supports style sheets

Note: The AOL browser is not compatible with the course management software. If you use AOL to connect to the Internet, you should also install a compatible browser to use for these courses. You can connect to the Internet via AOL, then open a second browser window to access your courses.

Accepting Cookies

To access course material, your Internet browser must be set to accept cookies.

- *If you are using a Firefox browser, go into the browser settings under the Tools menu, and select Options→ Privacy. Check the boxes beside "Accept cookies from sites" and "Accept Third Party Cookies".*
- *If you are using Internet Explorer (IE7), go into Tools → Internet Options → Privacy, and pull the slider all the way down to "Accept All Cookies."*

Additional Plug-ins

Some courses require additional plug-ins to access media and course resources (e.g., Shockwave, Windows Media Player, Adobe Acrobat, WebEx media players). You should have the ability to download and install these plug-ins on your computer, or have access to a technical support staff person who can do this for you.