

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

COURSE OVERVIEW

Welcome to the course! It 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, October 7, or Wednesday, October 8, 2008. Both calls start at 1 pm (EDT). The class ends on Wednesday, December 3, 2008. When you enrolled in the course you selected one of the telephone conference times, which you will find in the above mentioned e-mail.

TO PREPARE FOR THE TELECONFERENCE:

- Log in to the system and enter the course using the instructions included in your confirmation e-mail.
- Click on *Syllabus* (second word from top on left-side area).
- Go to *Introduction* and click on *Do You Know?* This will bring you to the first screen of the course and your assignments for the week. 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.
- Complete all assignments and activities by the Thursday 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 facilitator 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 FACILITATOR'S ROLE

The facilitator will:

- Facilitate the opening telephone conference
- Guide the process
- 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 facilitator within 36 hours and assist participants in locating additional topic materials and resources, as requested
- Check the discussions daily
- Follow up with participants to encourage timely completion of activities

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, October 1
Week 1 <i>October 1-8</i>	Introduction to the Course: Participants will enter course and complete the assignments in preparation for telephone conference.	Tuesday, October 7 or Wednesday, October 8 Teleconference 1 pm EDT
Week 2 <i>October 9-15</i>	Economic Factors that Propel Adults into Postsecondary Education	Wednesday, October 15
Week 3 <i>October 16-22</i>	National and Local Data on Postsecondary Education and Workforce: How Far Will the GED Take You?	Wednesday, October 22
Week 4 <i>October 23 -29</i>	Challenges to Access and Success for Adult Learners in Postsecondary Education	Wednesday, October 29
Week 5 <i>October 30- November 5</i>	Beyond the Front Door: Research-based Strategies for Persistence in Adult and Postsecondary Education.	Wednesday, November 5
Week 6 <i>November 6-12</i>	Models of Support for Adult Students	Wednesday, November 12
Week 7 & 8 <i>November 13- December 3</i>	Applying Research to Practice: Incorporating a Transition Strategy	Wednesday, December 3 (Thanksgiving Break, week of November 24)

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 facilitator may be able to help with some basic troubleshooting. However, if you have any difficulties accessing the online course material, 24-hour technical assistance is available through the Help Desk at **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.**

Questions about your registration or payment for this course should be directed to Leah Peterson at leah.peterson@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 in weeks 7 and 8, 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. Also see: <http://www.state.vt.us/srs/fcwc/netiquette.html>.

ONLINE COURSEWARE TUTORIAL

If you are unfamiliar with online study and would like to learn more about how to navigate through the courseware that we will be using, a free online tutorial is available through *Thinkfinity* at <http://literacynetwork.verizon.org/Free-Online-Courses.21.0.html>.

Scroll down the page to the course called *Succeeding as an Online Learner*. Enrollment is free, but you will need to register and obtain an additional user name and password. Please note that the user name and password you will need for our eight-week course is different from the one that you will get to take the *Thinkfinity* tutorial.

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 facilitator to identify and contact one another through the class email function within the courseware.