

Adult Multiple Intelligences and Differentiated Instruction

COURSE OVERVIEW

Multiple Intelligences and Differentiated Instruction integrates the understanding of Multiple Intelligences (MI) theory with the power of Differentiated Instruction (DI) in this facilitated, eight-week course. You'll learn how to apply MI theory and differentiate instruction for all levels of adult basic education and English for speakers of other languages. The facilitator will guide you as you develop your own MI-based lessons.

The course begins on Tuesday, July 7, 2009, and ends on Monday, August 31, 2009. We anticipate that it will take you an average of five hours to complete each lesson, probably less at the beginning and more at the end. Each lesson takes a week. The chats will be scheduled at various times to accommodate your schedules.

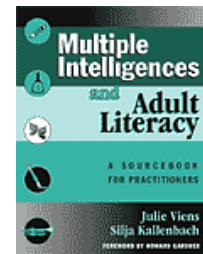
Once you have registered, you will receive an e-mail confirming your participation and payment. A second e-mail will be sent shortly before the start date of the course with your instructions and passwords for logging in to the online course.

The course is facilitated by Wendy Quiñones, a teacher at the Community Learning Center in Cambridge, MA. She developed the course for the New England Literacy Resource Center, a project of World Education. Wendy can be reached at wbquinones@comcast.net and (978) 283-4631.

REQUIRED TEXT

Viens, Julie and Silja Kallenbach. *Multiple Intelligences and Adult Literacy: A Sourcebook for Practitioners*. (New York: Teachers College Press, 2004. Copies of the required textbook can be obtained from the publisher, Teachers College Press (TCP), at <http://store.tcpress.com/0807743461.shtml>

The cost is \$27.95 per copy.



YOU, AS A PARTICIPANT, ARE EXPECTED TO:

- Start each lesson early in the week and complete activities according to the schedule below
- Read carefully the review of the previous session and the introduction to the current lesson
- Read all of the assigned articles or other materials

- Respond at least once to all the questions and discussion prompts for each assignment by posting in the relevant discussion thread
- Check back into the discussion areas at least once a day 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 may help you get the most from the course.

THE FACILITATOR'S ROLE IS TO GUIDE THE PROCESS

The facilitator will facilitate and guide the course. Most of what you learn will come from reading, reflecting, and sharing with your colleagues. The facilitator will ask questions, give suggestions, and provide encouragement. You can also expect that the facilitator will:

- Read all your posts carefully and thoughtfully, and respond as promptly as possible
- Answer any specific questions addressed specifically to the facilitator within 36 hours
- Try to find more resources if you want them (There is already a hefty bibliography.)
- Be available by personal e-mail, schedule permitting (Office hours are Thursdays, 9-11 am, and Sundays, 4-6 pm.)
- Arrange and facilitate the chats
- Follow up with participants to encourage timely completion of activities
- Be reasonably flexible about interruptions in your participation—family emergencies, school breaks, illnesses, testing schedules, and so on—as long as you provide prior or prompt notification

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.

COURSE SCHEDULE

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

Lessons	Topics/Activities	Due Dates
June 30–July 6	Course Overview <ul style="list-style-type: none"> • Introduction • Required Text • Course Navigation • Course Completion • Help Desk 	Order required text immediately. Complete by Mon., July 6.
Lesson 1 July 7–13	Orientation and Introductions <ul style="list-style-type: none"> • Lesson Overview • Introductions • Fundamentals of Multiple Intelligences • Lesson Review 	Complete Assignment 1 by Sat., July 11. Complete Assignment 2 by noon Mon., July 13.
Lesson 2 July 14–20	MI Reflections and the Personal Intelligences <ul style="list-style-type: none"> • Lesson Overview • MI and DI Reflections • Personal Intelligences • Lesson Assignments • Lesson Review 	Join chat at one of the two times arranged by facilitator. Complete Challenge by noon Mon., Aug. 10. Complete Assignments 1–3 by noon Mon., July 20.
Lesson 3 July 21–27	The Spatial and Naturalist Intelligences and Differentiated Instruction <ul style="list-style-type: none"> • Lesson Overview • The Spatial and Naturalist Intelligences • Assignments on the Spatial and Naturalist Intelligences <ul style="list-style-type: none"> • Differentiated Instruction • Assignment on Differentiated Instruction • Lesson Review 	Complete Assignment 1 by Fri., July 24. Join chat at one of the two times arranged by facilitator. Complete Challenge by noon Mon., July 27. Complete Assignment 2 by noon Mon., July 27.
Lesson 4 July 28–August 3	The Mathematical-Logical Intelligence and Ongoing Assessment <ul style="list-style-type: none"> • Lesson Overview • The Mathematical-Logical Intelligence • Assignments on the Mathematical-Logical Intelligence <ul style="list-style-type: none"> • Differentiated Instruction: The Fourth Principle • Learning Objectives and Assessment • Assignments on Assessment • Lesson Review 	Complete Assignment 1 by Fri., July 31. Join chat at one of the two times arranged by facilitator. Complete Challenge by noon Mon., Aug. 3. Complete Assignments 2-3 by noon Mon., Aug. 3.

Lessons	Topics/Activities	Due Dates
Lesson 5 <i>August 4–10</i>	<i>The Bodily-Kinesthetic and Musical Intelligences and the Interaction of MI and DI</i> <ul style="list-style-type: none"> • Lesson Overview • The Bodily-Kinesthetic Intelligence • The Musical Intelligence • Assignments on the Bodily-Kinesthetic and Musical Intelligences • The Interaction of MI and DI • Assignments on MI and DI Interaction • Lesson Review 	Complete Assignment 1 by Fri., Aug. 7. Complete Assignments 2-3 by noon Mon., Aug. 10.
Lesson 6 <i>August 11–17</i>	<i>Lesson Planning</i> <ul style="list-style-type: none"> • Lesson Overview • Drafting Your Lesson Plan • Assignment • Lesson Review 	Post lesson plan draft by Sat., Aug. 15. Complete Assignment 1 by noon Mon., Aug. 17.
Lesson 7 <i>August 18–24</i>	<i>Finalizing Your Lesson Plan</i> <ul style="list-style-type: none"> • Lesson Overview • Guidelines • Assignment • Lesson Review 	Complete Assignment 1 by noon Mon., Aug. 24.
Lesson 8 <i>August 25–31</i>	<i>Farewells</i> <ul style="list-style-type: none"> • Final Thoughts • Final Assignment and Reflections • Farewell! 	Complete Assignment by noon Mon., Aug. 31. Complete Evaluations by noon Mon., Aug. 31.

COURSE COMPLETION

To successfully complete the course, participants must:

- Post an introduction
- Complete the readings and 80% of the assignments (In other words, you may miss as many as four non-required assignments. There is no penalty for being late other than missing the opportunity for valuable conversation and feedback from your colleagues.)
- Post reflections to the discussion board and respond thoughtfully to at least two other participants' postings each week
- Participate in the three chats, contributing responses to each discussion
- Create and teach (if possible) a lesson plan
- Complete an evaluation

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

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.

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.