



Fall 2020 Syllabus

Work-Based Learning Certification Course

(Monday October 26th, 2020 – Saturday November 21st, 2020)

Instructor Contact Information

- **Instructors:** Brandi Bass and Kathy McClelland
- **Email:** Canvas Inbox (preferred method of contact)
 - Brandi Bass: bbass@swccd.edu
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- **Zoom Room:** <https://swccd-edu.zoom.us/j/7278033759>

Office Hours and Response Time

- Online (via email or [Zoom](#) video conferencing):
- Questions outside of office hours? We will respond to your email or Q&A post within 24 hours, M-F. If you do not get a response after 24 hours, please resend.

Course Location & Technical Support

This course is taught in Canvas. To access our course, log in via [MySWC](#).

Questions about Canvas are best handled by the [Online Learning Center](#) and Canvas Support via the Help option in Canvas, although we will try to assist you with technical questions when possible. The [Canvas Guides](#) are an excellent resource for you as well.

Course Description and Learning Outcomes

This course has been designed as an active learning environment so that you can explore and learn new tools and techniques on how to incorporate WBL into your courses. Each week will spotlight a different aspect of WBL and will have activities that are designed to help you work with the week's content.

By the end of the course, you will be able to:

1. Understand the definition of WBL
2. Learn the benefits and importance of incorporating WBL into your courses
3. Learn how to design and implement a WBL assignment into your course
4. Learn how to incorporate your assignment in your syllabus

Drop Policy

Participants and facilitators are all busy teachers! If you don't think you will be able to complete the course for which you have registered, please drop from My Learning Plan and notify your facilitator right away.

The following drop and retake policy has been developed to help as many people take and complete the course.

- Instructors that have registered for the course by the Google Doc Form but do not join the course by the end of the first day will be recorded as no-shows, and their space will be given to another instructor.

Facilitator Role and Communication Policy

We are here to support you! You will receive announcements from us on a weekly basis, and we will also be joining you in discussions throughout the course. Here are ways you can get in touch with us:

Discussions

Please ask general questions in the Q&A discussion forum—Use the home page button for quick access. This is a great place to discuss questions about the class and share ideas and comments. Please subscribe to the discussion so you can help others out as questions arise. We will respond to unanswered questions within 24 hours Monday-Saturday.

Inbox

You can send an email directly through the Canvas Inbox. We will make every effort to respond within 24 hours. If you do not hear from us during this time period, please send a reminder email.

Course Surveys

There are three course surveys (beginning, middle and end) for the WBL team to get honest, valuable feedback about the course. These surveys are a course requirement but will also allow the WBL team to make improvements either along the way or for the next course.

Assessment, Grading, and Certification

This course will use a variety of assessments including discussions, and assignments. Here is a breakdown of the assignments and points for the certification. These are subject to change. ****All assignments are due by 11:59 p.m. on the given due date and are due in PST.**

Activity	Points	Percentage
4 Assignments	110	50%
4 Weekly Discussions	80	36%
3 Surveys	30	14%
Total Points Possible	220	100%

Assignments

There are 4 assignments in this course that equal 50% of your overall grade. Here is a list of your assignments:

- **Assignment #1:** Outlining a WBL Assignment (20 points) due Saturday 11/07 by 11:59 p.m.
 - Short outline for creating a brand new WBL activity in your course/s
- **Assignment #2:** Syllabus Template & WBL (25 points) due Saturday 11/14 by 11:59 p.m.

- Incorporating WBL language into your syllabus using the WBL paragraph and course calendar
- **Assignment #3:** WBL Assignment (40 points)
 - WBL assignment due Saturday 11/14 by 11:59 p.m.
 - Taking Assignment #2 'Outline a WBL Assignment' and developing the full assignment
 - WBL Assignment Peer Review due Saturday 11/21 by 11:59 p.m.
 - Two Peer reviews of WBL assignment #3 (groups of 3 will evaluate each others WBL Assignment #3)
- **Assignment #4:** WBL Assignment: Canvas Commons (20 points) due Saturday 11/21 by 11:59 p.m.
 - Taking Assignment #3 'WBL Assignment' and turning it into a generalized WBL assignment that could possibly be used in Canvas Commons

Participation in Discussions & Collaborations

We will be working together through this course. For each discussion you will be provided with guidelines for your initial post and peer responses, as well as a rubric. There are a total of 4 discussion boards at 20 points each for a total of 80 points. Here is the breakdown:

- **Discussion Board #1:** Discover Yourself & WBL in Your Class (20 points)
 - Primary post due Thursday 10/29 by 11:59 p.m.
 - 3 student responses due Saturday 10/31 by 11:59 p.m.
- **Discussion Board #2:** WBL Activities (20 points)
 - Primary post due Thursday 11/05 by 11:59 p.m.
 - 3 student responses due Saturday 11/07 by 11:59 p.m.
- **Discussion Board #3:** Accessibility and WBL (20 points)
 - Primary post due Thursday 11/12 by 11:59 p.m.
 - 3 student responses due Saturday 11/14 by 11:59 p.m.
- **Discussion Board #4:** Sharing and Brainstorming (20 points)
 - Primary post due Thursday 11/19 by 11:59 p.m.
 - 3 student responses due Saturday 11/21 by 11:59 p.m.

We are all looking forward to the idea sharing that will happen here!

Surveys

Surveys will occur throughout the course in order for course participants to share honest, valuable feedback about the course. There are a total of 3 surveys at 10 points each equaling 30 points. Surveys are a requirement and each need to be completed in

order to 'pass' the course. Here is a breakdown of the course surveys:

- **Survey #1:** WBL Introduction Survey (10 points) due Wednesday 10/28 by 11:59 p.m.
- **Survey #2:** Mid-Course Survey (5 points) due Wednesday 11/11 by 11:59 p.m.
- **Survey #3:** End of Course Survey (15 points) due Saturday 11/21 by 11:59 p.m.

WBL Certification

For WBL Certification, you must meet three requirements:

1. Complete this course with at least 187 points earned. This is 85% of the 220 points available.
2. Score an average 85% or higher in the 4 WBL Assignments
3. Complete all three surveys in their entirety.

Time Commitment & Weekly Schedule

This class will take approximately 5 hours per week for a total of approximately 20 hours. Here is a breakdown of each week:



Week 1(10/26-10/31): Introduction to WBL

This module will take you through the history of WBL and give a thorough description of WBL. We will introduce the mission and vision of WBL at Southwestern College.

Assignment	Due Date
WBL Introduction Survey	Wednesday, October 28th by 11:59 p.m.
Discover Yourself Discussion Board Primary Post	Thursday, October 29th by 11:59 p.m.
Discover Yourself Discussion Responses x3	Saturday, October 31st by 11:59 p.m.

Week 2(11/2-11/7): WBL in Your Classroom

Module 2 will take you through ideas of how to incorporate WBL activities into your course or courses. We will look at the different types of course progression and discuss which activities are most appropriate for different levels. You will also learn about exciting resources that are available at Southwestern College.

Assignment	Due Date
WBL Activities Discussion Board Primary Post	Thursday, November 5 th by 11:59 p.m.
WBL Activities Discussion Responses x3	Saturday, November 7 th by 11:59 p.m.
Assignment #1: Incorporating WBL Into Your Course	Saturday, November 7 th by 11:59 p.m.

Week 3(11/9-11/14): The Syllabus and WBL Accessibility

Module 3 will cover accessibility guidelines and regulations and look at specific considerations with WBL. We will also cover some great syllabi tips to make sure your students are excited to take your course!

Assignment	Due Date
Mid-Course Survey	Wednesday, November 12 th by 11:59 p.m.
Accessibility & WBL Discussion Board Primary Post	Wednesday, November 12 th by 11:59 p.m.
Accessibility & WBL Discussion Response x3	Saturday, November 14 th by 11:59 p.m.
Assignment #2: Syllabus Incorporation	Saturday, November 14 th by 11:59 p.m.
Assignment #3: WBL Assignment	Saturday, November 14 th by 11:59 p.m.

Week 4(11/16-11/21): WBL in Action

This week we will be wrapping up the course. You will find many resources available to you in this module.

Assignment	Due Date
WBL Resource Discussion Primary Post	Thursday, November 19th by 11:59 p.m.
Assignment #4: Canvas Commons WBL Assignment	Saturday, November 21st by 11:59 p.m.
WBL Resource Discussion Response x3	Saturday, November 21st by 11:59 p.m.
WBL Assignment Peer Review (Part of Assignment #3)	Saturday, November 21st by 11:59 p.m.
End of Course Survey	Saturday, November 21st by 11:59 p.m.