Dear Spring 2018 Distance Students:

Welcome to AHED 740: Continuing Education. The purpose of this course is to examine the background, development, and operation of adult and continuing education programs. During this course we will explore a wide variety of topics including adult development; the professionalization of continuing education; ESL programs; continuing professional education; adult education in libraries, museums, parks, and zoos; continuing education for an aging society; informal learning; distance education; and international adult & continuing education. You will also study a topic of your choice in more detail through the development of a research paper and other assignments.

The textbooks for this course are:


The textbooks are available through Barnes & Noble at USD. You can contact them at 605-677-6291 to place your order or email them at bn@usd.edu. They will need to know the course number and title. Mail orders are shipped UPS and should arrive within three days.

I would also like you to order another short textbook that available from LERN (Learning Resource Network). It is:

*Continuing Education: The Essentials*
Greg Marsello, Editor (2008)
River Falls, Wisconsin: LERN

*If you are a member of LERN, you probably already have this book.* Or you can get this book directly from LERN by calling Tammy Peterson at (800) 678-5376. The cost will be $10. Or email Tammy at Tammy@lern.org

*If you do not receive your books within 10 days of the beginning of the course, please let me know.*
Desire2Learn will be the course management software for this course. You can access D2L at https://d2l.sdbor.edu. You will use D2L to submit all coursework and submit your grade information. If you have any difficulties, please contact the USD HelpDesk at 605-677-5028 or 877-225-0027.

Once you enter the course please review the Home page and the Syllabus. Additional information will appear in the Content area. Then go into D2L Discussions and introduce yourself.

We will also be using Collaborate Ultra (access through D2L Communications) for a live meeting on **Wednesday, February 7, at 7:00 pm Central Time**. This software can be used from any PC and Internet connection. You will need speakers or a headset. A microphone is preferred but not essential. If you are unable to attend these sessions, you will be able to review a recording afterwards.

Typical time requirements for this course per week are:

- 3 hours readings
- At least 2 hours per week actively participating in D2L discussions
- Time for written assignments (as needed)

You should schedule time weekly for active participation. The instructor reads her email Monday through Friday; she does not always read it on the weekends. She will answer any questions within 48 hours M-F.

For information about USD’s technical, academic, and student support services, as well as how to take advantage of these services, please refer to the CE Online Student Orientation guide at http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

If you have questions prior to the course, feel free to contact me by email at Susan.Santo@usd.edu. I look forward to having you as students and getting to know you!

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Dr. Santo

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