

AHED 701 Procedures and Processes

AHED 701

Adult Learning Theory

I am delighted to welcome you to class. This short outline details the general procedures that will help clarify our focus, make things a little less difficult and make learning rewarding and fun. This course presents us the opportunity to study and reflect upon important and foundational issues in Adult Education. I hope that these general procedures will assist you to make the necessary time arrangements for you to be able to cope with the pace of the course vis-à-vis your other important commitments. Kindly review your job and other family and social commitments to ensure that you create space for the requirements of this course. I am student-friendly and learner centered but I am also quality/standards focused. I expect intellectual rigor and criticality that cannot be attained via minimum effort. You need to set quality time aside for quality work. This is NOT a weekend class. The class runs from Monday to Friday.

I run a very dynamic content on a weekly basis. Whereas the syllabus provides a general guide, each module is unique. This class is entirely unique as a foundation class. Please do not use any other class (including my other classes) to make assumptions about this class. It is imperative that you read module overviews, content page, instructions for assignments, e-mails and other communications from the instructor.

I must reiterate the fact that this is a graduate class that requires a lot of serious effort. It is not an independent study so you have to be prepared to work at the class's pace. The implication of a required pace is for us to work together as a group towards meeting the learning needs of the class. As such, you will need to be regular about devoting time to the weekly activities in this class. Of course, there is flexibility as to what day of the week and what time of the day you choose to 'come to class'. However, it is imperative that you devote 10-15 hours a week to course activity.

There are some technology requirements for this course. You will need to have a computer that is accessible to the Internet and has Microsoft Office installed. You should also have Adobe Acrobat Reader installed on your computer. I am told there is a free download at www.adobe.com. *Desire2Learn* will be the course management system that is utilized during the semester. You will need to have a user id and password from the University of South Dakota. If you have any technology questions throughout the semester please contact the student help desk at (605) 677- 5028 or e-mail helpdesk@usd.edu. I am afraid I will not be able to assist you with *Desire2Learn* technical problems. However, the University provides very useful help in its online support pasted below. Please review and use it as necessary.

Online Student Services

For information about USD's technical, academic and student support services, as well as how to take advantages of these services, please refer to the CE Online Student Orientation (<http://www.usd.edu/ce/Orientation.pdf>). This document also contains

important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

NOTE: All references to time are Central Time Zone.

All course work is set up in weekly modules within ***Desire2Learn***. All information for each module will be posted by the module title in the 'Content'. You will find an overview for the module, special handouts and assignments, and reading summaries all under "Content".

We will also be utilizing the "Discuss" (for discussions and response to prompts), "Dropbox" (for individual assignments) and e-mail. Each week you will be participating in the discussion board as one of the activities for the module. This participation will be a time for you to reflect on how the content is affecting you professionally and personally. It is required that you respond to the instructor's prompts or discussion postings each week by the stipulated deadline. You will be placed in a group for the purposes of the discussion board. Each group will be asked to interact with each other and respond to each other. As we progress with the modules, I will request groups to generate their discussion prompts. I will attempt to post a summary thought or synopsis response to your responses and discussions as deemed necessary for any module.

Anytime you need to communicate with the instructor via e-mail please use the e-mail feature within ***Desire2Learn***. When you have to submit an assignment please submit it as a Microsoft Word attachment in ***Desire2Learn*** and within the assignment folder (Dropbox). I know that some of us are experts in all areas of technology while some of us maybe taking their first class online. I appeal to the technology 'experts' among us to be considerate and empathetic and I assure first time users that it is not beyond them. We should not allow the challenges of technology to becloud the course content and learning objectives. I want to appeal to you to consider ***Desire2Learn*** or any technological tool merely as necessary tools and not as the subject itself. If you run into any technical barriers, take a few minutes off, look at it again, share the problem with one or two people in your group and consider the help desk as a last recourse. I am aware that many students get themselves tensed up simply because they could not open attachments. In such cases, checking your pop up blocker or taking a few seconds off could help. You are more important than the course. The course is more important than the tool and you are capable of overcoming any barriers imposed by technology.

I will endeavor to give you ongoing and prompt feedback. However, you should not expect a 24-hour turnaround time. You need to allow for 48 hours especially over weekends for a response. If you need immediate attention from the instructor, please call and leave a phone message. I hope these procedures and processes will make the course flow smoothly for us. I look forward to learning with and from you.

M.B.M. Avoseh