montana early childhood project

Supplemental Distance Learning Course Application

Respond to each of the 13 items below. Upload the completed document within the online course approval instructional plan. The scoring rubric may be reviewed at: http://www.mtecp.org/training.html **Please do not send any additional information.**

I.   Course Overview and Content

1. Please attach the resume(s) of the instructor (and the developer of the course, if different).

2. When was the course developed? When was the course last reviewed and updated?

3. Provide a course syllabus/description which includes materials/handouts, resources, links and references. Upload the syllabus/description using the 'Upload Documents' feature under Course Overview in the Instructional Plan of the online application.

    We will need to see that:

    - The content connects theory or current research to best practice
    - Research is referenced by recent journal articles/scholarly materials
    - The content is appropriate for the age emphasis
    - Appropriate grammar usage, mechanics and spelling are evident

4. State the policies and procedures used for revision and modification of the course.

II.   Technology

5. How do the production decisions reflect the complexity of the content and designated level of the training?

6. How are learners supported in navigation, access, and delivery?

7. How does the sponsoring agency assure the online security of learners and validate the identity of the learner?

8. How will the sponsoring agency report successful completion to the Early Childhood Project?

III.   Feedback

9. What specific strategies are used to provide specific, individualized constructive and instructive feedback on each assignment and activity?

10. State the policy and procedures in place for timely and effective feedback

IV.   Assessment

11. How are the criteria for successful course completion and the grading policy defined in terms of an objective measure (e.g. score)?

12. How does the final assessment include an opportunity for learners to provide feedback on the quality and effectiveness of the instruction and content?

13. Does the agency issue certificates that include title, sponsor name, hours, student name, completion date, and signature. Upload a sample certificate using the 'Upload Documents' feature under Course Overview in the Instructional Plan of the online application.