AEA Professional Learning Registration System:

Worksheet for
Creating an Instructor Led Course

Please Note: The completed proposal must be submitted at least **three weeks prior to the start date**.

The Course Proposal page will timeout in approximately 60 minutes. Here are some suggestions so you don't lose your work:

- Since this is a web-based proposal, type and save your course information in this Worksheet and copy/paste into the appropriate fields.

- **OR…**On the Course Proposal, the required fields are identified by an asterisk (*). Each required field must contain a value before the form can be saved. If you need to save an incomplete form, type any letter into each required field, save the form, then return to enter complete information at a later time.

- **OR**…Enter content in the required fields first, save the form, then continue filling out the optional fields. To save your work while completing the form, click **Save Draft** at the bottom of the page.

Saved your Course Proposal as a **Draft**? To return to your course proposal:
- Log back into your record, click on the **Instructor Center** tab
- Next, either click on **Course Projects** on the navigation list on the left **OR** enter your **Course #** or **Course Title** on Search Criteria page
- From the **Actions** dropdown menu, click on **Edit Course**
- On the next page you will need to again click on **Edit Course**
- On the dropdown beside **Manage Instructor Led Course**, click on **Edit**

⇒ **Helpful Hint:** On the Course Proposal, there is a "Toggle Full Screen" button in the top row of the tool bar.

COURSE
Course # is automatically generated when you click **Save Draft** or **Create Instructor Led Course.**
⇒ You will be able to search for your course using the assigned **Course #** in your Instructor Center, as well as on the Catalog. If you saved your course as a **Draft**, see directions above.
_____

Course #:

*TITLE
⇒ Enter a clear, descriptive, and distinct name for the course. Enter the two-letter code for courses being offered through Prairie Lakes AEA, "PL – ", before your title. *Example*: PL – Your Course Title
⇒ If your course is a Prairie Lakes TQ course, please enter TQ: after the two-letter code.
Example: PL – TQ: Title of Your Course
_____

* Title: PL -

*Published Description of Activity

⇒ Please be clear as to what this activity involves, including the content, purpose and/or focus. This description promotes your activity as well as giving interested participants a snapshot of what to expect. What are the instructional practices and strategies that participants will learn? What are the potential results for student learning?

⇒ If your course **is restricted to a specific district or audience** (Closed Audience), please indicate the name of the district or audience in the first line of the description. (Examples: *This course is restricted to Fort Dodge School District staff. This course is for Prairie Lakes AEA staff only.*)
_____

*Published Description of Activity:

Prerequisites

⇒ List if there are any specific course(s) or requirements participants must have completed or met prior to taking this course.
_____

Prerequisites:

*Learning Design and Credit Hours Calculation

This is the section where you will enter how the participants achieve the stated outcomes and objectives.
It should include a detailed outline of the professional learning opportunity and should include theory, demonstration and practice as appropriate.

⇒ Courses that offer Licensure Renewal Credit or Graduate Credit must describe activities that add up to the full number of hours in the course in order to be approved.
⇒ On the Course Proposal, to enter your activities, click on **+Activity** above the chart.
⇒ You are limited to 300 characters including spaces for each activity. (In Microsoft Word, "Word Count…" is located under Tools.)
⇒ The table below is similar to the layout in the Course Proposal, but hours are not calculated as in the Course Proposal.
_____

Activity	In Class Hours	Out of Class Hours

How does this course support the Iowa Core?

⇒ Link to the Iowa Core: https://iowacore.gov
_____

How does this course support the Iowa Core?

*Outcomes/Objectives

⇒ Outcomes/Objectives: When writing learning goals or objectives, please keep in mind that these are things you want participants of the activity to know or be able to do upon completion of the activity. These objectives should be tied to the syllabus and evaluation of the course.
⇒ The learning goals or objectives should NOT include what they will be doing to be evaluated in the course.
⇒ FYI – Just because there are five lines, you don't necessarily need five objectives. A good rule of thumb is that you probably won't have more than two objectives for a one credit class. Again – keep in mind, you MUST have areas in your syllabus to cover your objectives and you MUST have evaluation in place to evaluate the mastery of the objectives.
_____

The participants will...
1.

2.

*Course Requirements/Assignments

⇒ Identify products to be produced for this course. Examples might include reflections, implementation logs, student data analysis, student work samples, collaborative team minutes, lesson plans, peer observation notes, readings, etc.
⇒ Please include time reference when these are due.
_____

*Grading Criteria

⇒ Identify the means by which the instructor and participants will know that the course outcomes have been met. How will the course products be analyzed? Who will validate that course requirements have been met?
⇒ For the purpose of offering this for graduate credit, a rubric could be used to outline the corresponding grading scale. (Samples available on Course Proposal.)
⇒ The License Renewal program at Prairie Lakes AEA operates on a pass-fail basis. A passing grade would be the equivalent of an "A" or "B" grade in a graduate course. If the course carries Drake, Morningside or Buena Vista graduate credit, a letter grade of A, B, C, D or F must be assessed. **The criterion used is the same for both graduate credit and license renewal credit.**

*Materials

⇒ <u>If a book or published materials are required, participants will be expected to purchase the materials on their own</u>. Include the information (ISBN number, title) for participants to purchase on their own.

_____

*Research Base

⇒ Please describe the scientific research based that supports the instructional strategies being learned in the course. Reference the Iowa Content networks and/or other research sources using a bibliography format. (Sample available on proposal.)

_____

Additional Information/Comments
_____