



The University of Akron



# Medina County Schools' Educational Service Center

**Fall-Winter 2009-2010 Online (37 classes you can take ONLINE!)**

2 Semester Hours available for Each class (additional assignment required for semester hours)

### RATES

**\*\* Classes Run for 6 Weeks \*\***

<u>2.4 CEUs Only</u>	<u>2 Semester Hours</u>
Tuition = \$105	Tuition = \$105
CEUs = no extra cost	2 Semester Hours = \$335
<b>TOTAL = \$105</b>	<b>TOTAL = \$440</b>

Medina County Educators - please check the current pricing in our Staff Development Catalog, or contact our office for your reduced rate for semester hours.

Registration deadline one week prior to starting date of each session. Further information may be obtained from Janelle Sailer at [jsailer@medina-esc.org](mailto:jsailer@medina-esc.org)

SESSION:	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>	<u>Seven</u>
<b>Registration ENDS</b>	Sept 09	Oct 14	Nov 04	Dec 02	Jan 13	Feb 10	Mar 10
<b>Class Starts</b>	Sept 16	Oct 21	Nov 11	Dec 09	Jan 20	Feb 17	Mar 17
<b>Class Ends</b>	Oct 30	Dec 04	Dec 26	Jan 22	Mar 05	Apr 02	Apr 30

- A to Z Grant Writing
- An Introduction to Teaching ESL/EFL
- Creating A Classroom Web Site
- Creating Web Pages I
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Easy Classroom Podcasting
- Enhancing Language Development in Childhood
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Introduction to Microsoft Access 2007
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft PowerPoint 2007
- Introduction to Microsoft Publisher 2007
- Introduction to Microsoft Word 2007
- Microsoft Excel 2007 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft Word 2007 in the Classroom
- Practical Ideas for the Adult ESL/EFL Classroom
- Ready, Set, Read!
- Response To Intervention (RTI): Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Solving Classroom Discipline Problems I
- Solving Classroom Discipline Problems II
- Survival Kit for New Teachers
- Teaching ESL/EFL Reading
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Students With Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Classroom Computer
- The Creative Classroom
- Understanding Adolescents
- Using the Internet in the Classroom
- Working Successfully With Learning Disabled Students

Check our website often for updates and new class offerings!!  
[www.molina-esc.org](http://www.molina-esc.org)

## Course Descriptions



Fall-Winter  
2009-2010  
Online Courses

### A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### An Introduction to Teaching ESL/EFL

English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you're teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher!

### Creating a Classroom Web Site

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site. You'll also learn how students can use site builders to create their own Web sites in minutes. As we move along, you'll be amazed by how simple creating a classroom Web site can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you'll have your own published classroom Web site, and you'll feel energized by your great new teaching tool!

### Creating Web Pages I

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. You'll learn how to be the kind of super teacher who can guide every student toward academic success. You'll discover creative, low-budget strategies for turning your inclusive classroom into a nurturing, supportive learning environment that helps every student.

### Differentiated Instruction in the Classroom

Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy, and just think of all the ways that you can apply them to improve learning outcomes for your students.

### Easy Classroom Podcasting

Have you ever felt like you just can't reach your students? In this professional training course for teachers, you'll learn how to make a **podcast** that creates a memorable learning experience for your students. You'll find their interest reignited when you start using their favorite formats: audio, images, and video. You won't even need an iPod or a big budget to harness the power of podcasting in your classroom. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### **Enhancing Language Development in Childhood**

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

### **Guided Reading and Writing: Strategies for Maximum Student Achievement**

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework. The road to literacy is also the road to ingenuity, invention, and imagination, and you'll soon learn how to take your students from groans to grins with creative lesson plans that really work!

### **Guided Reading: Strategies for the Differentiated Classroom**

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners.

We are committed to the new 2007 format of Microsoft products, therefore, we are discontinuing to offer previous versions of these applications. However, previous versions are still available at Ed2Go. You may view their offerings at [www.Ed2Go.com](http://www.Ed2Go.com) Please note that if you enroll directly with Ed2Go, you are not eligible for university credit (2 semester hours) through Medina County Educational Service Center.

### **Guiding Kids on the Internet**

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe

searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### **Integrating Technology in the Classroom**

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You'll discover simple ways to integrate technology to enhance your subject material and meet your course goals. We'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We'll also unleash the power of Web resources, Word, Excel, and PowerPoint. Together, we'll look at basic integration, subject-specific activities, and smart ways to make your integration seamless. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### **Introduction to Microsoft Access 2007**

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical, hands-on experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. Increase productivity, reduce data entry errors, conduct comprehensive searches, and produce handsome and professionally formatted reports.

### **Introduction to Microsoft Excel 2007**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

### **Introduction to Microsoft PowerPoint 2007**

Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and hyperlinks. Find out how to save your presentations so you can share them with others over the Web or on CDs.

### **Introduction to Microsoft Publisher 2007**

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007. If you're looking for a quick, easy, and inexpensive way to produce professional brochures, newsletters, flyers, or even a Web site, Microsoft Publisher 2007 is your solution! This affordable and functionality-packed program can take you to levels of design expertise you never dreamed possible.

### **Introduction to Microsoft Word 2007**

Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written.' In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.



### **Microsoft Excel 2007 in the Classroom**

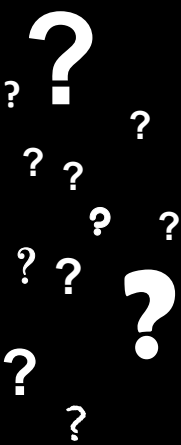
Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. You'll master Excel terminology; how to use tabs; how to sort data; how to insert formulas for addition, subtraction, multiplication, and division; how to create colorful charts and graphs; and much more! Throughout the course, we'll explore standards-based lesson plans and activities that will allow you to pass your Excel knowledge on to your students, no matter what their grade level. By the end of this course, you'll have a solid understanding of the basic functions of Excel, and a wealth of ideas for integrating this powerful technology into your lesson plans across your curriculum.

### **Microsoft Powerpoint 2007 in the Classroom**

What teacher couldn't use some help motivating students and keeping their interest? This course will show you how to create captivating lessons and attention-grabbing classroom presentations using Microsoft PowerPoint 2007. You'll see how using PowerPoint helps you address different learning styles, making it much easier to engage a variety of learners.

You will learn step-by-step types of classroom presentations, including lectures and interactive narrations for your students' independent use on computer stations. By the end of the course, you'll be able to publish your presentation on a school Web site or even take your PowerPoint shows on the road. Along the way, we'll talk about how you can help your students develop their own PowerPoint and presentation skills.

Get ready to discover why PowerPoint can be such a fun and motivational tool that adds appeal to any classroom subject!



Would you like more information on the content of a class?? Go to [www.Ed2Go.com/mesc](http://www.Ed2Go.com/mesc) and type the name of the class into the box "Search For Courses". This will give you a complete description of the class, a week-by-week syllabus, and a biography of the instructor.

### **Microsoft Word 2007 in the Classroom**

Mastering Microsoft Word can make you a more productive and creative teacher. You'll learn how to create, open, edit, and save documents, as well as how to create tabs, margins, and spacing. Then you'll make your classroom documents come to life. You'll add borders, clip art, and WordArt. You'll even insert shapes, pictures, tables, and complete a host of other exciting tasks that you can teach your students. As you get more familiar with this program, you'll find that it enhances your teaching in ways you didn't think possible, and you'll have a host of ideas for curriculum-related classroom projects.

### **Practical Ideas for the Adult ESL/EFL Classroom**

This course details how to create a meaningful and successful learning environment for your adult ESL/EFL students. The course will begin by looking at instructor and student motivation. It will explore what makes a successful classroom experience overall and will look at the role of planning and selecting classroom activities. This course will then examine the principles and strategies related to reading, writing, listening and speaking, as well as grammar, pronunciation, applications, and assessment. All principles and strategies are structured to be easily incorporated into daily classroom teaching.

### **Ready, Set, Read!**

#### **One of our most popular classes with teachers!**

Learn what the newest research says about how children really learn to read and write and become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.

### **Response to Intervention: Reading Strategies That Work**

Wouldn't it be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you will learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI is research based and gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension, and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity. Participants will explore tools like Elkonin Boxes, alphabetic arcs, Bloom's Taxonomy, and new and exciting graphic organizers. Whether you're working with struggling readers in kindergarten or 12th grade, you'll find that these strategies work with a full 80% of students, without the need for special pull-outs or extra IEP intervention. Why? Because RTI gets to the root of the problem—quickly!

### **Singapore Math Strategies: Model Drawing for Grades 1-6**

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

As a teacher, you know that many students groan when it's time to solve word problems. Why is that? Are the problems too difficult? Do students get lost trying to decipher the wording or figure out the computation? Do they simply not know which strategy to use? Actually, it's a combination of all these issues. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. The secret behind model drawing is that it gives students a concrete, reliable set of seven steps that they can use to solve 80% of the word problems out there. They won't have to memorize 20 different techniques and know when to use which anymore. Instead, they'll learn how to read the problem, determine its variables, draw a unit bar (the visual model), adjust that bar, place the question mark to indicate what they're solving for, do the computation, and write a complete sentence at the end.

### **Solving Classroom Discipline Problems I**

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.



### **Solving Classroom Discipline Problems II**

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. You'll discover how to use a new research-based six-step approach to solve severe and chronic discipline problems, including bullying, fighting, using abusive language, stealing, and refusing to work.

## **Solving Classroom Discipline Problems II**

(continued)

You'll learn how to deal with the special problem of attention deficit disorder, find out how to use time-outs effectively, and see how class meetings can help solve class-wide discipline problems. **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

## **Survival Kit for New Teachers**

Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

**(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

## **Teaching ESL/EFL Reading**

This course will provide practical techniques and methods for teaching reading in any ESL or EFL environment. It will guide you through key issues related to the successful teaching of reading, such as the role of reading within an ESL or EFL curriculum and detailed classroom teaching techniques. It will also provide practical ways that you can become a more effective teacher of reading.

## **Teaching Math: Grades 4-6**

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. Whether you're a new teacher or a seasoned pro, this course will help you get your students excited about math!

## **Teaching Science: Grades 4-6**

Ready to maximize your abilities in teaching science? You'll learn about foundational content in physical, life, and earth science, and ways to teach that content to your students. Discover specific teaching methods and science process skills, and learn how to improve the emotional climate in your classroom. Lots of examples and worksheets you can use in your own classroom are included. There's a big emphasis on the scientific method, and **there's even an entire lesson devoted to science fairs!**

## **Teaching Students With Autism Strategies for Success**

Just 20 years ago, we didn't see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neurotypical peers.

Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.



If you've ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you'll appreciate the lessons ahead. We'll discover the neurobiology behind these disorders and the way it affects students' behavior, learning, and thinking. Most important, you'll learn creative, easy, low-budget strategies to help these kids succeed in the classroom and beyond.

Even if you don't have a student with high-functioning autism or Asperger's Syndrome in your class this year, these strategies will equip you to deal with any student who exhibits these characteristics on a regular basis.

## **Teaching Writing: Grades 4-6**

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. You'll begin with an overview of the writing basics, focusing on the importance of the task, audience, and purpose. Then you'll delve into how to organize your materials to create an inviting writing environment. We'll discuss each step of teaching writing and the strategies you can use with your students. You'll also work on strengthening your students' writing using technology. Along the way, you'll develop engaging lessons for literary response, narrative writing, expository writing, and persuasive writing. We'll look at the characteristics of each type of writing, and you'll get practical suggestions for teaching them to your class.

**“I don’t want to take an online course because I don’t like to read pages of material on my computer screen - I prefer a book or paper.”**

This is a big misconception about online classes - you have to read everything over your computer screen. This is not correct - with each lesson, you will have the option of downloading a printer-friendly version you can save to your computer **or** print to create a course binder. If you intend to keep the lessons for future reference (and you *will*), make sure you save them in a safe place and back up your electronic files. Once the class is over, you cannot access the course again. With a printed version, you can also write your own notes in the margins. Each lesson averages about 9-14 printed pages.

### The Classroom Computer

If you're a teacher, this course will show you how to create an exciting and enriching experience for your students. You'll learn a wide variety of simple, field-tested, and easy to apply techniques that will make the most of the computer in your classroom. Simple classroom management ideas will help you maximize your classroom time for learning. You'll also discover powerful ideas and interesting web sites that you can immediately use to enhance your language arts, math, science, and social studies curriculum. You will discover pointers on using email and the Internet effectively to increase your students' understanding and learning in all content areas.

**(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

### The Creative Classroom

Creativity will abound in your classroom as you tap into your students' hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! **(WRITTEN ASSIGNMENT AVAILABLE)** for final project.

**Recommended:** To ensure educational integrity and quality, we strongly recommend no more than 3 classes be taken during one session.

**Required:** However, no more than 4 classes may be taken during one session.

### Understanding Adolescents

To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life.

### Using the Internet in the Classroom

Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. The Internet can make teaching easier--this course will show you how.

### Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We'll dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. Empower yourself by discovering easy, practical, and creative strategies that you can use to help your struggling students to find their light bulb moments!

Thank you for your interest in our classes! You won't be disappointed. We have a high success rate of satisfied teachers, and many repeat customers. This is an excellent way to satisfy semester hour and CEU requirements to renew your educator license.

*Dan Vincent*

Dr. Dan Vincent, Director of Curriculum  
Medina County Educational Service Center  
Facilitator/Evaluator of online assignments



# Registration

## ***Registrations must be received at least one week prior to the start of class!***

You can take any of these courses from the comfort of your home or office at the times that are most convenient to you. Unless otherwise specified, all courses run for six weeks, and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course. Every course includes an instructor. Upon successful completion of the course, you will be able to download a certificate of completion. This certificate may then be submitted to your local district LPDC for 2.4 CEUs, or to the Medina County ESC for 2 semester hours from Ashland University or The University of Akron. In order to receive two hours of graduate credit, participants must:

1. complete the course contact hour requirement
2. complete a minimum of 10 quizzes with a passing score of at least 80% per quiz. (you may take a quiz multiple times if necessary to receive a passing score)
3. receive a passing grade on the final exam as evidenced by the Certificate of Completion, **and**
- 4. submit one additional graded assignment to the Medina County ESC (see "Instructions for 2 Semester Hours", next page).**

You will be granted access to two lessons each week for six weeks. Each lesson will be accompanied by a short, multiple-choice quiz, and some lessons may also include an optional, hands-on assignment. The course will conclude with an online final exam. You will have two weeks from the day the last lesson and final exam are released to complete your studies and submit the final exam for evaluation.

There's a two-week grace period built into each of the quizzes and final exams. As long as you can live with that two week time frame, you can read each lesson at your leisure, and complete each assignment when it is convenient for you. If you start to fall behind, we can grant you a ten day extension at the end of the course, with no more than one extension per course. Projects/Assignments for semester hours not submitted within 10 weeks of the conclusion of the class will result in a grade of "U" (Unsatisfactory) - which is final and not subject to modification.

Each of your lessons is also accompanied by an interactive discussion area. When you need help with a lesson, all you have to do is post your question or inquiry in the appropriate course discussion area, where the instructor, his or her teaching assistant, or one of your fellow students will respond.

## Instructions

The fees for Tuition and Semester Hour Credit must be sent along with the registration form in order for your registration to be finalized, and must be received no later than one week before the start date of the class. We accept Visa, MasterCard, check, or money order. Please make your check or money order payable to Medina County Educational Service Center.

Note: Tuition and Semester Hour Credit fees are nonrefundable from seven (7) working days prior to the start of the class. The tuition fee is not a part of the cost of semester credit.

### **Local Professional Development Committees**

Classes are designed to meet the expectations of Local Professional Development Committees (LPDCs). All courses taken by educators toward the renewal of their certificate/license must be relevant to their assignments and reflect the goals of their Individual Professional Development Plan (IPDP). If you have any questions regarding the relevance of a program in relation to your IPDP, please contact your district LPDC.

### **CEHs/CEUs (Continuing Education Hours/Units)**

If semester hours are not desired by the participant, the certificate of completion may be submitted to your local district LPDC for 2.4 CEUs, which is the equivalent of 24 hours of coursework.



# Instructions for 2 Semester Hours

Two Semester Hours of Graduate Credit is available from either Ashland University OR The University of Akron. To qualify for graduate credit, the following requirements must be met:

## QUIZZES

Each lesson ends with a short, multiple-choice quiz. These are designed to test your comprehension of the course material. When you complete a quiz, you will receive an instant analysis of your work. In order to get the most out of your class, you are encouraged to complete all of the quizzes. To qualify for semester hours, you must complete no less than ten quizzes with a minimum passing rate of 80% per quiz. You may re-take the quiz as many times as necessary to achieve a passing score. This requirement is for semester hours only, not CEUs.

## PROJECT/ASSIGNMENT

One final assignment must be completed as referenced below in addition to the online coursework. Please choose only one. Participants wishing to receive only CEUs do not need to complete this final assignment. Custom made assignments better suited to meet the needs of your particular class may be arranged with Medina County ESC. Contact Dr. Dan Vincent with questions regarding your assignment. [dvincent@medina-esc.org](mailto:dvincent@medina-esc.org) 330-723-6393

- 1. Application Paper:** Provide a paper describing the application of your class to your current job/classroom.
  - Minimum four pages
  - Typed, double-spaced, AND
  - Minimum three lesson plans in addition to the four page application paper.
- 2. Research Paper:** Provide a paper describing further current research of your class. Topic must be current beyond the syllabus/topic of the online coursework.
  - Minimum five content pages plus Bibliography
  - Typed, double-spaced
  - Minimum five reference citations
- 3. Project Paper:** Provide a paper describing further projects with accompanying lesson plan(s) you could develop and/or recommend from your class. Projects must be original and unique beyond the syllabus/topic of the online coursework.
  - Minimum five pages (which includes both project and lesson plan)
  - Typed, double-spaced
  - Minimum two projects with one or two lesson plans for each project. (The project describes the overall proposed activity, and each project may have one or two lesson plans to accompany it. The lesson plan(s) should describe the specific implementation of the project through a unique lesson.)

- 4. Computer Basics:** Provide a copy of one of the projects you developed during the course of your class. Choose the option appropriate to the course for which it is being submitted.
  - PowerPoint - minimum 20 slides
  - Computer Basics/Integrated Software - minimum three projects or applications
- 5. Computer Basics:** COMBINE one project you developed during the course of your class with an application paper describing how you will/can incorporate the project into your current job/classroom.
  - PowerPoint - minimum five slides
  - Computer Basics/Integrated Software - minimum one project or application
  - Application Paper: minimum three pages typed, double-spaced
- 6. Specific Written Assignment:** If you prefer, selected classes are available with a specific, 10 question assignment paper available from Medina ESC (upon request to Dan Vincent at [dvincent@medina-esc.org](mailto:dvincent@medina-esc.org)). Each question is related to information presented in the class, and requires a total of approximately 6-12 typed, double-spaced pages. The answers require both content mastery and application of knowledge. Available classes are identified in the description as **WRITTEN ASSIGNMENT AVAILABLE**.



## Guidelines:

- Assignments must be received by the Medina County Schools' Educational Service Center no later than thirty days after the close of the class. After thirty days a grade of **IP** (In Progress) will be assigned.
- Projects/Assignments not submitted within 10 weeks of the conclusion of the class will result in a grade of **U** (Unsatisfactory) - which is final and not subject to modification.
- Assignments will only be returned if you include an appropriate self-addressed, stamped envelope/folder. **SAVE A TREE!** You can submit your assignment and certificate of completion online/email as attachments to: [JSailer@medina-esc.org](mailto:JSailer@medina-esc.org)
- **Please provide your email address on the front/cover of the assignment, so that the instructor/evaluator may contact you if there are any questions regarding your assignment.**
- Assignments are Pass/Fail. Participants will be notified directly if their assignment does not meet passing criteria.

