

Online, Instructor-Led (OIL) Trainer Manual

Updated December 2019

Table of Contents

About Child Care Aware® of North Dakota Professional Learning Services.....	2
Training for Child Care Aware®	3
Expectations.....	4
Compensation.....	5
Observation.....	6
Instructional Procedures.....	7
Interactive Classroom Features.....	10
Event Details.....	12
Student Expectations.....	15
Auditing an Online, Instructor-Led Course.....	17
Course Development.....	18
Frequently Asked Questions.....	22



About Child Care Aware® of North Dakota Professional Learning Services

We believe every child deserves safe, quality early experiences.

<p>Our Vision All early care and education in North Dakota supports children’s ability to thrive</p>	<p>Child Care Aware® of North Dakota provides an effective, efficient, and comprehensive training system that supports the ongoing training and professional development of early educators. These opportunities lead to measureable increases in the knowledge and skill of the workforce that results in improved early care and education program quality.</p>
<p>Our Mission Using best practices to advance the well-being of children</p>	<p>Child Care Aware® of North Dakota helps early educators strengthen their skills, earn advanced credentials, and grow their careers. We base our training on the practical application of sound early care and education principles and the demonstrated educator competencies proven to lead to healthy outcomes for children.</p>

Our team

We are here to support you! Please don’t hesitate to contact us with questions or concerns.



Katie Ganoe
Professional Learning Services Coordinator
katie@ndchildcare.org



Emily Koterba
Professional Learning Services Specialist
emily@ndchildcare.org



Brianna Sollom
Professional Learning Services Specialist
brianna@ndchildcare.org

Training delivery methods

Child Care Aware® offers training using a variety of delivery methods:

Face-to-Face (F2F)	Face-to-face events give participants the opportunity to interact with leading experts in the early care and education field as they present the latest trends, research and hot topics.
Training-to-Go (TTG)	In addition to the scheduled training offered in each region, Child Care Aware® can arrange a training session at the request of a group or association.
Online, Self-Paced (OSP)	Online, self-paced courses are available 24/7.
Online, Instructor-Led (OIL)	Online, instructor-led courses include weekly chat sessions, message board postings, as well as reading and writing assignments.

Note: This manual contains policies that relate to Online, Instructor-Led events.

How we work with Growing Futures

Child Care Aware® aligns all of its training to Growing Futures standards, and follows the same approval process as all other training organizations. **In order for Child Care Aware® to partner with you to facilitate training, you must be a Growing Futures-approved trainer.** You will only be contracted to facilitate trainings for Child Care Aware® that match your trainer level. Contact Growing Futures (registry@ndgrowingfutures.org or 800-997-8516) if you have questions about becoming an approved trainer. **It is your responsibility to renew your trainer status annually.**

Training for Child Care Aware®

As a trainer for Child Care Aware®, you will be contracted on an as-needed basis and are considered an independent contractor.

Child Care Aware® Professional Learning Services staff will plan all online, instructor-led events and contract trainers in May for the following year (August – June). All trainings will be Growing Futures-approved and will be posted on the Growing Futures Statewide Training Calendar.

Professional Learning Services staff will manage all arrangements for training, including dates, times, set up of the Interactive Classroom, materials and obtaining Growing Futures approval.

You will be contacted by Child Care Aware® Professional Learning Services staff with a request to facilitate a training event (or events). You will receive other necessary materials at the following times:

<i>When contracted to facilitate the training</i>	You will receive a Trainer Agreement Form listing the dates, times, and compensation information. Please return your signed Trainer Agreement Form within 10 business days . If your signed Trainer Agreement is not returned within this time, it will be assumed that you do not wish to facilitate the training, and another trainer will be contracted. If the training event will be held within two months, you will also receive curriculum materials.
<i>2 months before training</i>	You will receive a two-month reminder, as well as the curriculum materials.
<i>2 weeks before training</i>	You will receive the participant list from Child Care Aware® or be notified if the training will be canceled due to low registration.
<i>1 week before training</i>	You will receive access to each participant's Interactive Classroom (for scoring purposes) once a participant has completed the <i>Introduction</i> module.
<i>Within 7 days of final assignment due date</i>	Award credit to students who have met all course requirements and close the course. The course rubric can be found on the last page of the syllabus. You will also need to return all materials to Child Care Aware® and submit your invoice.
<i>Within 2 weeks of last chat session</i>	Complete the Trainer Evaluation: https://ndccrr.wufoo.com/forms/ze5e4mg1rk2o3r/ . Student course evaluation date is collected by Child Care Aware® and a summary will be sent to you.
<i>8-10 weeks after the training</i>	Please allow 8 – 10 weeks from the time Child Care Aware® receives your completed invoice for your invoice to be processed and to receive your payment.
<i>Annually</i>	Each spring you will receive an electronic Annual Update Form. This form will help Child Care Aware® maintain accurate records and to be responsive to your needs as a trainer. If your update form is not received by the deadline, you will be removed from the current trainer list. This update does not replace the annual membership and trainer renewal you must complete through Growing Futures.

Expectations

As a trainer for Child Care Aware®, you agree to adhere to the following expectations:

- › You must return your signed Trainer Agreement Form within 10 days of receiving it in order to be contracted to facilitate a training.
- › You must have a computer with a current operating system and internet access, with a USB port or a VGA connector.
- › You are expected to be actively engaged with participants for the entire contracted training time, using a variety of adult learning techniques.
- › To maintain consistency, you are required to train using curriculum provided by Child Care Aware®. You are encouraged to enhance and support the curriculum with examples from your personal experiences, but are not allowed to change the format or message of the curriculum materials.
- › Attendance sheets, training evaluations, curriculum and materials must be returned to Child Care Aware® within seven days of the final assignment due date.
- › Four weeks' written notice must be given to Child Care Aware® if you are unable to fulfill your contracted obligation. If less than a four-week notice is given, you will be charged a fee for 25% of the training time.
- › If a training is canceled by Child Care Aware® more than 10 days prior to the scheduled date, no payment will be made to you. If a training is canceled within 10 days of the scheduled date, you will be reimbursed for 25% of the training time.
- › You are expected to abide by the terms stated in the Trainer Agreement Form.
- › You may be evaluated in several ways: during your training event and/or by participant evaluations. Evaluation will occur randomly and results of evaluations will be shared with you.

Compensation

Expenses incurred outside of your contracted scope of services are not eligible for reimbursement.

Training delivery

Trainers will be compensated at the following rates:

- > \$750 for a 12-hour/4-week course
- > \$1,000 for a 15-hour/5-week course
- > \$1,250 for an 18-hour/6-week course

Sample invoice

INVOICE			
From:			
Name:	<i>Jane Trainer</i>		
Business Name:			
Address:	<i>1234 Main Avenue</i>		
City, State & Zip Code:	<i>Fargo, ND 58103</i>		
Contact Phone Number:	<i>701-123-4567</i>		
Email Contact:	<i>Jane@email.com</i>		
Bill to:			
Child Care Aware of North Dakota 3911 20 th Avenue S. Fargo, ND 58103			
			
Services Completed			
Date	Description	Amount	For Office Use Only
<i>9/1/19-10/1/19</i>	<i>4-Week Online, Instructor-Led Training</i>	<i>\$750.00</i>	
Total Due		<i>\$750.00</i>	
Signature <u><i>Jane Trainer</i></u> Date <u><i>10/1/19</i></u>			
Approval _____ Date _____			

Instructional Procedures

Online, Instructor-Led courses utilize research-based best practices for delivering online education courses. Students taking these courses will receive an online educational experience reflective of our program's philosophy of online learning. This philosophy is based on the *Guide to Effective Practices for Online Professional Development* and its companion Train-the-Trainer course. Therefore, contracted trainers with the Child Care Aware® Online, Instructor-Led program will agree to conduct their courses based on the following procedures:

- › All assignment due dates specified in the course syllabus will be followed.
- › Participants will receive a welcome email from Child Care Aware® with information about course details, a copy of the syllabus, and informing them that they will receive a welcome email from their instructor two weeks prior to the first chat session.
- › Participants will be provided with relevant readings and handouts that support the weekly lesson and should be completed prior to beginning the weekly activities.
- › Participants will be guided through discussions on the message board within 48 hours by responding to the student's initial post with individualized, responsive comments/questions, and monitor secondary posts. Instructors will not respond to posts that come in after the deadline.
- › Participants will be guided through all chats with individualized, responsive comments/questions. Chats will be facilitated from a personal computer, not via handheld mobile devices.
- › Participants will receive responses to weekly assignments within 48 hours of submitting their assignment. Responses should include comments/questions that are individualized, responsive and that facilitate additional reflection and learning.
- › Participants will receive weekly recaps via email that provide general reflections on the week's learning, and instructions, comments and/or reminders for the upcoming week.
- › Participants must complete a course evaluation in their Interactive Classroom at the end of the course. This tool is intended to help the instructor and participant to be accountable for the learning that occurs throughout the duration of the course.
- › In the event that student expectations are not met, participants will receive a written explanation from the instructor outlining which student expectation(s)/assignment(s) has not been met and directions for how the student may make up any missing work. If the student does not comply with the make-up assignment(s) and/or student expectations are not met, Child Care Aware® will be contacted by the instructor to discuss next steps. Final decisions on granting or not granting credit will be determined by Child Care Aware®. Communications can be directed to 1-800-997-8515 (press 2) or training@ndchildcare.org.
- › Award credit to students who have met all course requirements and close the course within 7 days of final assignment due date. The course rubric can be found on the last page of the course syllabus.
- › Child Care Aware® staff will observe and evaluate all instructors as needed. An instructor's performance will be evaluated on meeting instructional procedures and course outcomes.

Guidelines for responding to a student assignment

A respectful relationship between the instructor and the learner is marked by treating learners with dignity, listening closely and attentively to what the learners say, as well as looking for what they seem reluctant to say.

- › Instructors should intentionally plan to meet students at their own level
- › Instructors provide responsive feedback that helps the student feel confident - guide and rephrase but don't "edit"
- › Instructors should use guiding questions to help the students understand the information (http://changingminds.org/techniques/questioning/socratic_questions.htm)
- › Instructors should be familiar with reflective practice and motivational interviewing techniques (<http://www.motivationalinterviewing.org/>)
- › Instructors should work with students on grammar and spelling for the purposes of portfolios and other assignments used for professional purposes
- › Instructors should refer students to the Introduction Module in their Interactive Classroom as well as the Training Help Desk for additional assistance (<https://ndchildcare.org/training/faq.html>)

Forms

All of the forms used for Online, Instructor-Led courses are located at: <https://ndchildcare.org/training/trainer-resources.html>. The *Trainer Resources* page has been designed to provide you with the tools you need for your course.

Technology needs

To facilitate Online, Instructor-Led courses, an instructor must have a computer with a current Windows or Macintosh operating system and internet access (dial-up, DSL, and broadband are all acceptable). You may use current versions of any of the following web browsers: Microsoft Edge, Safari, Chrome, Firefox. You will also need a personal email address to share with participants.

Support and follow-up

Throughout the course, Child Care Aware® will be available to support you with any questions or concerns that may arise. Our goals for instructors are:

- › To ensure that you do not feel isolated in your instructional experience
- › To help you provide the best learning experience for students and to provide you with a positive instructional experience
- › To support you on your journey to be a quality online instructor

Instructor checklist

Activity	Due Date	Comments	Completed
Reminder email	2 months prior	You will receive an email from Child Care Aware® that contains information and materials for facilitating the course.	
Participant list	2 weeks prior	Child Care Aware® will email you a list of participants enrolled in the course.	
Child Care Aware® welcome email	2 weeks prior	Participants will receive a welcome email from Child Care Aware® with information about course details, a copy of the syllabus, and informing them that they will receive a welcome email from their instructor.	
Interactive Classroom	1 week prior	You will have access to each participant's Interactive Classroom (for scoring purposes) once a participant has completed the <i>Introduction</i> module.	
Send welcome email	1 week prior	Send participants the welcome email (insert requested information) no later than one week prior to the start of the course via email. Child Care Aware® should be copied into the welcome email.	
Technology email	1 week prior	Child Care Aware® will send all students a technology email one week prior to the start of the course. The instructor will be copied into this email.	
Message boards	Throughout the course	Facilitate participant discussions on the message board by responding to their initial posts with individualized, responsive comments/questions, and monitor their secondary posts. LINK TO WEEKLY MB WILL BE HERE	
Chat sessions	Throughout the course	Facilitate all scheduled online chat sessions. https://account-panel.clickmeeting.com/login Username: training@ndchildcare.org, Password: Ndtr@ining2019	
Weekly assignments	Throughout the course	Score weekly assignments* within 48 hours of the assignment due date. Email comments/questions that are individualized, responsive and that facilitate additional reflection and learning to each participant. <i>*See Trainer Manual for instructions.</i>	
Weekly recaps	Throughout the course	Email participants weekly recaps that provide general reflections on the week's learning, instructions, comments and/or reminders for the upcoming week.	
Course evaluation	Second to last week	Remind participants to complete the <i>Course Evaluation</i> module in their Interactive Classroom at the end of the course. Anonymous feedback will be provided to the instructor.	
Awarding credit & close course	Within 7 days of the final assignment due date	Award credit* to students who have met all course requirements and close the course*. The course rubric can be found on the last page of the syllabus. Email Child Care Aware® at training@ndchildcare.org a list of participants who successfully completed the course so that all records can be reviewed for accuracy. <i>*See Trainer Manual for instructions.</i>	
Trainer evaluation	Within 2 weeks of last chat	Complete the Trainer Evaluation. https://ndccr.wufoo.com/forms/ze5e4mg1rk2o3r/	
Exit email	Within 2 weeks of last chat	Child Care Aware® will email participants information about accessing individual Learning Records.	
Student course evaluation	Within 2 weeks of last chat	Course data is collected by Child Care Aware® and a summary is sent out to the instructor.	

Interactive Classroom Features

This is a list of course components with which you should become familiar.

Interactive Classroom	This is where participants will go to access course information as well as participate in the message board, chat sessions and complete weekly assignments.
Syllabus	The syllabus is a guide for the duration of the course. It's full of important information about assignments, instructions for posting to the message board, how to participate in the chat sessions and how credit will be awarded. There is also space on this syllabus to jot down notes, ideas and reminders. Instructors will walk participants through the syllabus during the first chat session.
Readings	Readings will either be from a book sent to each participant prior to the start of a course, and/or can be accessed in the <i>Resources</i> section in the Interactive Classroom.
Weekly Assignments	Your weekly assignment(s) will be emailed to your instructor. Your assignment(s) must be a minimum of approximately 300 words and/or be completed according to the individual assignment description. All assignments must be completed prior to the next week's message board due date.
Message Board	This tool is used to answer questions posted by the instructor and for participants to respond to each other and share ideas. There are questions for every week of the course that each participant should read and respond to.
Chat Session	The chatroom is where the weekly 45-minute chat sessions take place. To enter the chatroom, simply click on the link in your Instructor Checklist and enter the log in credentials provided. Participants will access the chat room in their Interactive Classroom.
Course Evaluation	This can be completed in each participant's Interactive Classroom at the end of the course. This tool is intended to help the instructor and the learner to be accountable for the learning that occurs throughout the duration of the course.
Logout	Logs you out of your Growing Futures account.

Message board information

- › See *Accessing the Message Board* on the Training Help Desk: <https://ndchildcare.org/training/faq.html>
- › Participants will access the Message Board in their Interactive Classroom. Instructors can find the link on their Instructor Checklist.
- › Instructor will reply to all student posts under their initial post. Respond to a student's post by clicking "Reply" next to their post, enter your name and email address (you do not need to enter anything in the "Website" box), type your response in the "Leave a Reply" box and click "Post Comment."



Responding to the initial post

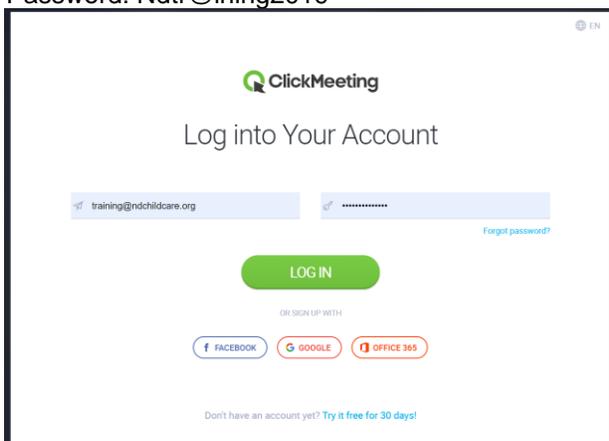
- › Respond to the initial post by clicking inside the “Leave a Reply” box and entering your name and email address when prompted (you do not need to enter anything in the “Website” box). Once you enter your information, click the “Post Comment” button.
- › The instructor will reply to all student posts under their initial post.

Responding to other participants' posts

- › Respond to at least three other participants' posts by clicking “Reply” next to their post, enter your name and email address, type your response in the “Leave a Reply” box and click “Post Comment.”

Chatroom information

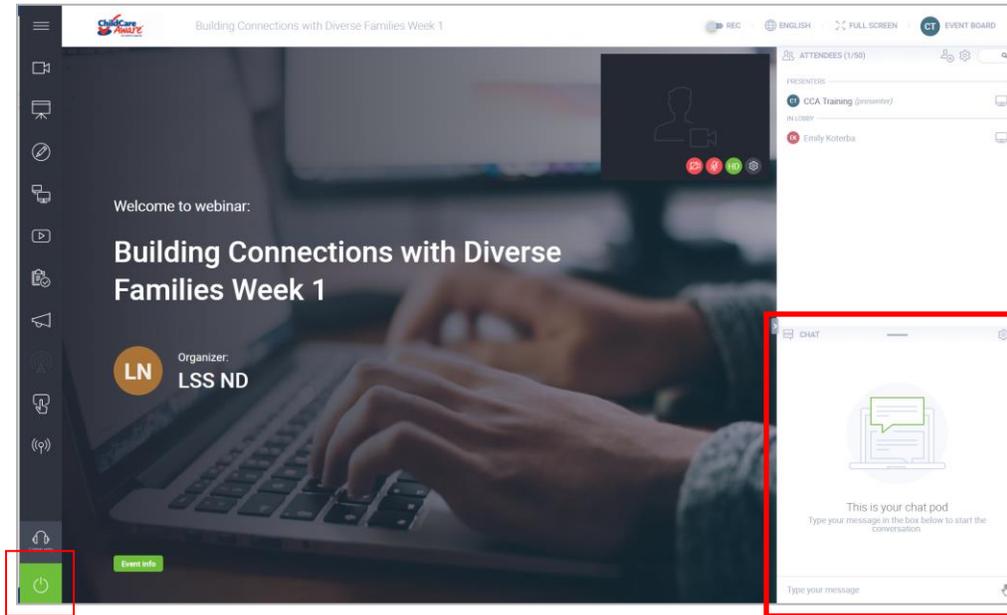
- › See *Accessing the Chat Sessions* on the Training Help Desk: <https://ndchildcare.org/training/faq.html>
- › There is a separate link/event for each week. Participants will access all chat sessions in their Interactive Classroom.
- › Participants will log in and wait in the “Lobby” until the start of the chat session.
- › Instructors can find the website for each chat session on the Instructor Checklist (<https://account-panel.clickmeeting.com/login>). Log in using the following information: Username: training@ndchildcare.org, Password: [Ndtr@ining2019](#)



- › Locate the chat session/event for the appropriate week and click “Join.”



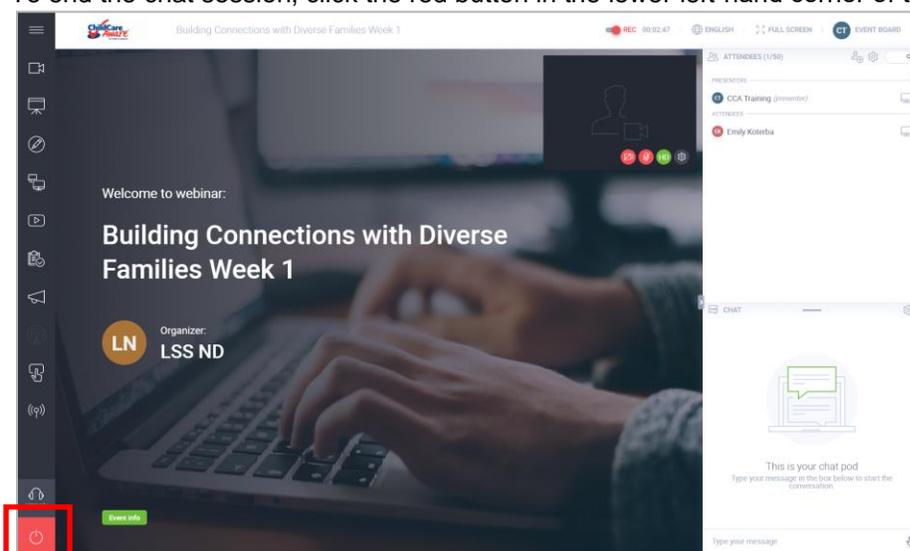
- › When it is time to begin the chat session, click the green button in the lower left-hand corner of the screen and then click “Start Event.” This will move all participants from the “Lobby” into the chat room. Type questions and responses in the chat pod.



- › The instructor name will appear as *CCA Training*.
- › Chat sessions will start with the instructor asking if everyone is ready. Each student will respond with “*” (asterisk) to indicate readiness. The “*” (asterisk) will continue to be used as a readiness and question transition indicator.
- › Chat Transcripts – You must create a transcript at the conclusion of your chat. This can be done by clicking on the gear icon for *Chat Options* (located in the top right-hand corner of the chat box). Click “Export Chat History” and select “TXT.” Click “Yes” when asked if you want to export chat history. Save the file (save using the course name and chat date) to have available if requested by a participant. You may also want to send a copy of the transcript to all participants each week so they can review it, if necessary.



- › To end the chat session, click the red button in the lower left-hand corner of the screen and click “End Event.”

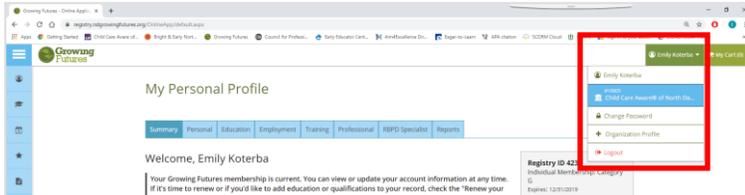


Event Details

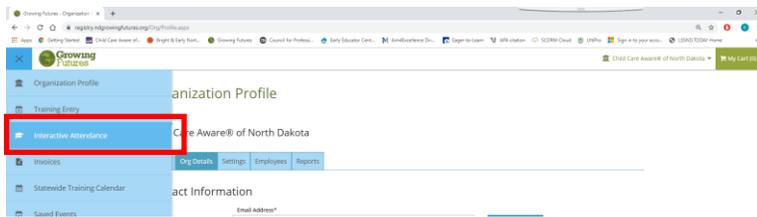
Two weeks prior to the first chat session, you will be given access to each participant's Interactive Classroom through your Growing Futures account at www.ndgrowingfutures.org. This is where you will go to score weekly assignments as well as close out the course. The course rubric can be found on the last page of the syllabus. Awarding credit in the Growing Futures system signifies that a participant has successfully completed all course requirements.

Award credit

1. Log in to your Growing Futures account, click on the arrow next to your name in the upper right-hand corner of the screen and select "Child Care Aware of North Dakota."



2. Click "Interactive Attendance" in the left navigation menu.



3. Enter the participant's name into the Search box and click "Search"



4. Click "View" next to the participant's name and name of the course (this will take you into the participant's Interactive Classroom)

Date Registered	Event	Attended	SCORM	Score
05/16/2019	Inclusion	<input type="checkbox"/>	View	Pending

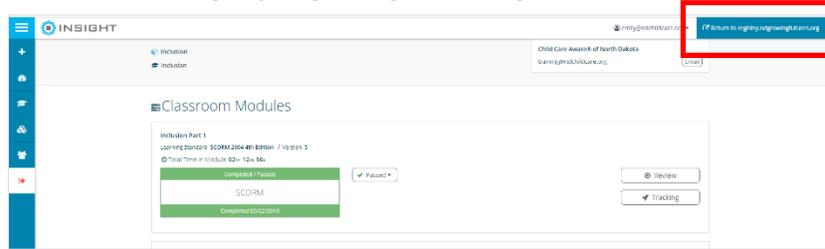
5. Click "Pending" and select the appropriate score



6. Click "Update" and then click "OK"



7. Click “Return to registry.ndgrowingfutures.org”



8. Score weekly assignments within 48 hours of the assignment due date. Email comments/questions that are individualized, responsive and that facilitate additional reflection and learning in response to their weekly assignments.

Close the course

1. Log in to your Growing Futures account, click “Training Entry” in the left navigation menu
2. Find and select your Online, Instructor-Led course from the Event List
3. Click “Event” and select “Complete Event”
4. Click “Confirm” to close event

The event status is now complete. Child Care Aware® will receive an email that this event has been marked as complete. You have now successfully updated the Child Care Aware® training event and awarded credit to course participants. Please email Child Care Aware® at training@ndchildcare.org a list of participants who successfully completed the course so that we can verify that all records are accurate.

Course duties complete

After completing the process for awarding course credit, you are ready to submit an invoice for payment. To submit an invoice for payment, access the *Trainer Invoice* at <http://ndchildcare.org/training/trainer/trainer-resources.html> and submit it to Child Care Aware® via email or postal mail. Address information can be found at the bottom of the invoice.

At the close of each course, instructors will be asked to fill out an evaluation. The link to the Trainer Evaluation can be found on your Instructor Checklist. Your feedback is valuable to us as we plan future courses and systems of support for our instructors!

Student Expectations

Students are expected to read and follow the policies and guidelines outlined below. Child Care Aware® reserves the right to withhold credit from participants who do not follow these policies and guidelines:

- › Log in to your Interactive Classroom prior to the start of the course to become familiar with the online learning process.
- › Provide a valid email address and contact customer service if you have not received the required reading materials and/or heard from the instructor five days prior to the start of the course.
- › If the first week of class is missed and nothing has been communicated to the instructor and/or Child Care Aware®, you will be dropped from the course without a refund.
- › You are responsible for contacting the instructor in writing about missing assignments or deadlines.
- › You must submit your weekly assignment within 48 hours of the chat session. Refer to the syllabus for specific instructions. You are allowed one late assignment. If you are late more than once, you will not receive credit. The instructor may ask you to rewrite or add to your assignment.
- › Please stick to the timeline specified in this syllabus. The weekly assignments are due after the weekly readings, message board postings, and chat sessions so you can use all of the information you learned from each other and the instructor to help you in formulating your responses.

Message board requirements

Each week you will need to respond to the instructor's post on the class message board. The message board serves as ongoing discussion for the class. Your first response to the message board (MB) should be completed by the date specified on the syllabus so others will have time to respond to your ideas. This response should be approximately 100 words. You must respond to at least three other participant's postings by the date specified on the syllabus. This leaves time for the instructor to review all postings prior to the weekly chat session. Remember the following:

- › Respond to the instructor's weekly post on the message board.
- › You will not receive a response from the instructor if you respond after the due date.
- › Respond to at least three other participants' posts each week.
- › Provide in-depth responses on the message board. You will not receive credit for generic responses, such as "Good Job," "I agree" and other comments that do not extend learning.
- › If the instructor responds to your post with a question, you **must respond** to that question. Failure to do so will prevent you from receiving credit for the weekly post.

Chat session requirements

You must participate in weekly chat sessions. Chat questions for each week are listed on that week's outline. Be prepared to discuss the questions listed for each week. Class will start with the instructor asking if everyone is ready. Each student will respond with "*" (asterisk) to indicate readiness. The "*" (asterisk) will continue to be used as a readiness and question transition indicator. When participating in a chat session, remember the following:

- › You must actively participate in all chat sessions. You will not receive credit for participating in a chat session if you do not engage with the instructor and other participants.
- › You may be allowed to make up one missed chat session, per instructor approval. If you miss more than one chat session, you will not receive credit for the course.
- › If a chat session is missed, you will be required to contact the instructor regarding a make-up assignment.
- › The instructor will give you instructions for how to make-up a missed chat session. Make-up assignments are due within 48 hours of the missed chat session.
- › You are strongly encouraged to participate in chat sessions using a personal computer rather than a handheld mobile device, such as a cell phone. If a handheld device is used, you participate at your own risk.

- › If chat sessions are missed due to technology issues involving handheld mobile devices, make-up will not be allowed. It is best practice to participate in online learning in an environment that is conducive to learning.

Credit appeal process

If, at the end of the course, the instructor determines that the expectations/assignments for the course have not been met, the instructor shall inform the student and Child Care Aware® in writing, within two days of the end of the course, that credit will not be awarded. If the student disputes that decision, the student shall appeal the decision to Child Care Aware®. If this appeal procedure is followed, Child Care Aware® shall make the final decision on student being awarded credit. Child Care Aware® will consider such appeals on a case-by-case basis, taking into account all of the circumstances surrounding the determination. The final determination will be in writing.

Auditing an Online, Instructor-Led Course

Online, Instructor-Led courses may be audited by outside individuals after the courses are complete. Auditing requests will be reviewed by Child Care Aware®.

Auditors may:

- › Read the message board postings
- › Read the chat transcripts
- › Read the readings and/or handouts
- › Contact Child Care Aware® with questions

Auditors may not:

- › Attend or review a course that is in session
- › Post comments on the message board
- › Have contact with students or instructors
- › Share student names
- › Print chat transcripts or message board postings
- › Print any readings and/or handouts

Confidentiality of our students is very important. All information contained in the course must be kept confidential.

Course Development

Child Care Aware® will accept proposals from instructors for course offerings. To submit a proposal, please review and follow the guidelines below:

- › Outline the course using the Syllabus Planning Matrix and send proposals to Child Care Aware® at training@ndchildcare.org.
- › Child Care Aware® will give final approval for submitted courses within one month of receiving the complete curriculum requirements (see below).
- › After initial approval, all instructors will need to complete the required syllabus as listed below under curriculum requirements.
- › Online, Instructor-Led courses are 4 – 6 weeks in length.
- › Child Care Aware® will notify instructors of course approval and develop a contract for delivery.
- › Upon return of the signed Trainer Agreement Form, the course will be advertised on the Growing Futures website.
- › Child Care Aware® will provide evaluations for the participants as well as for new instructors.

Curriculum requirements

All courses must include the following:

- › North Dakota Online, Instructor-Led Standard Syllabus with the following components:
 - **Readings:** Provide weekly readings or “lectures.” For copyright purposes, please cite all documents.
 - **Message Boards:** Include 1-2 weekly message board questions.
 - **Chat Sessions:** Prepare questions for each chat session.
 - **Weekly Assignment:** Instructions for the weekly assignment.
- › Learning objective(s)
- › Other resources (websites, videos, books, handouts, key words, etc.)

The following chart is a Syllabus Planning Matrix to be used for planning OIL courses. It offers guidelines and recommendations for course work loads.

Course Title:

ND Core Competency:

CDA Content Area:

Clock Hours:

Intended Audience:

Syllabus Planning Matrix

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Course Description: Provide a brief description of the course.						
Objectives: The objectives must be based on the intended outcome of the training as defined using Bloom's Taxonomy and meet Growing Futures Level II training approval requirements.						
ND Core Competency: Identify the core competency area that is addressed by this training.						
CDA Content Area: Identify the CDA Functional Area that is addressed by this training.						
Readings: List all reading assignments for this training.						
Handouts/Resources: List all handouts and resources the participants will receive during this training.						

<p>Lecture: Provide lecture materials, such as a PowerPoint, video, Word document, or other formatted lecture.</p>						
<p>Message Board Questions: Identify the question(s) that you will introduce for discussion.</p>						
<p>Chat Questions: List all the questions you will ask during the chat.</p>						
<p>Weekly Assignment: Describe the weekly assignment(s) participants are required to complete. Provide all instructions and materials for the activities. <i>**Training Level II requires an assessment of learning outcomes.</i></p>						
<p>Other:</p>						
<p>Course References: List all reference materials used to develop this training, including author(s), copyright date, title, publication, publisher, location, etc.</p>						

Adapted from: School of Human Services. (2002). *Syllabus Planning Matrix*. St. Paul: MN: Concordia University

Copyright policy

At Child Care Aware®, we recognize and respect intellectual property rights and are committed to fulfilling our ethical and legal obligations with respect to our use of copyright-protected works.

As a non-profit distance education community our copyright guidelines fall within the requirements of the *Technology, Education and Copyright Harmonization (TEACH) Act*. This means Child Care Aware® will provide resources around copyright-protected works; however, it is the responsibility of the individual instructor to ensure they are following the law.

Resources

- › [TEACH Act checklist](#)
- › [Campus Copyright Guide](#)
- › [University of MN Instructor Tips](#)

Suggestions

- › Check the article - is it reproducible? If not, DON'T use it!
- › Cite your sources in your mini-lectures.
- › If you have permission to use a non-reproducible work, note it in the Syllabus Planning Matrix.
- › If a document can be accessed online, please simply include the link and the name of the article in your Syllabus Planning Matrix. Do not download and send the article itself.

Frequently Asked Questions

Who do I contact for support?

Contact Child Care Aware® at training@ndchildcare.org or (800) 997-8515 (press 2) with general questions about the online, instructor-led learning process Monday – Friday between the hours of 8:30 AM – 5:00 PM.

Who do I contact if I need technical support after hours?

Contact Child Care Aware® at training@ndchildcare.org or 701-405-5050 if you need assistance before and/or during a chat session, unless otherwise instructed.

What resources are available for participants?

The *Training Help Desk* offers many resources for participants who need assistance navigating the online, instructor-led learning process at <https://ndchildcare.org/training/faq.html>.