

Springfield Adult Learning Center @ STCC Course Overview // Fall 2017

Instructor: Bryan Olson, M. Ed.

Course/Level: Distance Learning - Hiset and College Preparation

Meeting Dates/Times: Tuesday, Wednesday, and Thursday/9:30am-12:30pm

Class Location: Building 13, Room 305

Contact: 413-755-4300 (STCC Adult Education Office)

TEXTS and MATERIALS

Class materials will be pulled from a variety of workbooks, websites, and other online resources. Students are expected to bring a notebook, a pencil, and headphones to each class. A folder or binder will also be helpful to keep papers neatly organized.

COURSE WEBSITE: salcd2l@weebly.com

PREREQUISITES

Initial class placement is based on the *Test of Adult Basic Education (TABE)* assessment results. Subsequent class placement is based on the successful completion of a class level as determined by program measures (participation, attendance, homework completion, assessment results, etc.).

SALC PROGRAM DESCRIPTION

This program provides multi-level instruction in order to prepare students for advanced instruction so students may pass the state high school equivalency test and be ready to continue on a college or a career path. It is designed to enhance student learning and to equip them with the skills they need to become lifelong learners. The instructional format will include lecture, collaborative learning, class and small group discussion, student presentations, exploratory projects, multimedia presentations, computer and technology training, guest speakers, and program events. Students will be required to complete assignments outside of class time utilizing technology, the internet, and various alternative resources provided by the instructor.

CLASS CONTENT and SCOPE

This course will combine group instruction and distance learning to cover secondary-level English Language Arts and Mathematics concepts. These include, but are not limited to, reading comprehension, essay writing, grammar and syntax, as well as basic math, elementary algebra, and geometry. Self-paced online learning, HiSET - Math, Science, English, Social Studies, and Writing College Prep for Accuplacer Test. Face to Face tutoring through lecture and/or group activities

NOTE: There are additional campus resources to support you with your classes. You can access tutoring support at the Student Success Center in Building 27, 1st Floor. There is also tutoring available within the Math Department and English Department. Check in with your Advisor to get further information.

CLASS REQUIREMENTS

Students are expected to attend AT LEAST 80% of classes or risk removal from the program. Just as in college, an absence is an absence, regardless of reason.

Students will behave appropriately and respectfully.
Students will complete at least eight hours of work each week.
Students will submit an “**Exit Ticket**” after work completed and class and at home.
Students will check and respond to emails frequently.

TECHNOLOGY

Students will be able to use Learning Management Systems (LMS) such as Accuplacer MyFoundationsLab, Khan Academy, KET FastForward, Mometrix, CareerReady101, Typing.com, USAlearns, and others.

ASSESSMENT METHODS

Progress will be measured by unit quizzes and tests, assignments, journal/writing prompts, projects, and homework pertaining to class material and utilizing the integration of technology. Students will also take official HiSET Practice Tests, as well as the *TABE* and the *Massachusetts Adult Proficiency Test (MAPT)*. Students will be given a variety of assessments periodically throughout the course, to monitor growth and improvement. Students will communicate with the teacher and the students and provide the teacher with an understanding of what the best assessment will be for the individual.

METHOD OF EVALUATION

Evaluation of student performance and student readiness to take the state high school equivalency test will be based on the following:

- Course-related activities and assessments
- Student’s scores on the program’s standardized assessments
- Practice test performance

ATTENDANCE

Attendance is mandatory. Students are expected to attend all classes, and arrive on time and prepared. Class begins promptly at 9:30am. See the *Springfield Adult Learning Center (SALC) Student Handbook* for further absence and tardy policies.

CLASSROOM CONDUCT

Class members must work together to keep the classroom a distraction free learning environment. In order to accomplish this goal, students are expected to conduct themselves responsibly, respectfully, and appropriately. See the *Springfield Adult Learning Center (SALC) Student Handbook* for the code of conduct.

ACCOMMODATIONS

If you have a disability and need assistance, please notify your instructor and make an appointment with the Office of Disability Services (Building 27 / 2nd Floor), or call 413-755-4785. Academic accommodations become effective when Disability Services, the instructor, and the student complete all paperwork and may not be used to alter a grade on previous course work.

If you have any further questions about program policies, please refer to the Springfield Adult Learning Center (SALC) Student Handbook, or call the main office at (413) 755-4300.

Syllabus
Distance Learning Lab (D2L)
STCC/Springfield Adult Learning Center
Tuesday, Wednesday, & Thursday
9:30am - 12:30pm

Instructor:	Bryan Olson, M.Ed.	Class:	D2L
Email:	bsolson@stcc.edu	Location:	(Building 3, Room 305)
Phone:	(413) 755-4300	Dates:	(Sept 5 - Dec. 21)
Website:	SALCD2L.weebly.com	Time:	T,W,R: 9:30-12:30

Course Description:

This course will combine group instruction and distance learning to cover secondary-level English Language Arts and Mathematics concepts. These include, but are not limited to, reading comprehension, essay writing, grammar and syntax, as well as basic math, elementary algebra, and geometry. Students will be able to use Learning Management Systems (LMS) such as Accuplacer MyFoundationsLab, Khan Academy, KET FastForward, Mometrix, CareerReady101, Typing.com, USALearns, and others.

Course Materials:

Class materials will be pulled from a variety of workbooks, websites, and other online resources. Students are expected to bring a notebook, a pencil, and headphones to each class. A folder or binder will also be helpful to keep papers neatly organized.

Course Policies:

Students are expected to attend AT LEAST 80% of classes or risk removal from the program. Just as in college, an absence is an absence, regardless of reason. Students will behave appropriately and respectfully.

Students will complete at least eight hours of work each week.

Students will submit an **"Exit Ticket"** after work completed and class and at home.

Students will check and respond to emails frequently.

Assessments:

Students will be given a variety of assessments periodically throughout the course, to monitor growth and improvement. Students will communicate with the teacher and the students and provide the teacher with an understanding of what the best assessment will be for the individual.

Each week's lecture/group time will follow this schedule

9:30am - 12:30pm:

Self-paced online learning,

HiSET - Math, Science, English, Social Studies, and Writing

College Prep for Accuplacer Test

Face to Face tutoring through lecture and/or group activities

Distance Learning Lab (D2L) Student Contract, 2017

Coach: Bryan Olson, M.Ed

Days: Tuesday, Wednesday, Thursday

Location: Tuesday, Wednesday, Thursday 13/305

Time: 9:30 am – 12:30 pm

Salcd2l.weebly.com

“A journey of a thousand miles begins with one small step” - Lao Tzu

In order to be considered a student in good standing in the SALC’s D2L, you must:

- Come to the D2L at least once a week. This is the minimum. Coming all three days is strongly encouraged.
- Log onto the curriculum (KET) and do 8 hours of work per week. This is the minimum.
- Schedule study time for when you are not in the D2L.
- Check your email daily.
- Respond to emails & phone messages from your teacher and program staff.
- Complete the e-Log on Weebly at the end of each study session.
- Email your Hub (KET) instructor at least once every two weeks to check in.
- Contact your Hub (KET) instructor or DL coach with any questions about your online work. We are here to help support you in your work.
- Take the Massachusetts Adult Proficiency Test (MAPT) when you start and then every 3-4 months as required. This test is important to help both you and your teachers measure your progress and identify areas you may need work on.
- Participate in as many webinars as you are able. The Hub often offers webinars on specific topics related to the HiSET, college, or careers.
- Abide by the additional policies listed in the SALC Student Handbook.

Attendance:

- You should be logging onto to your online curriculum every week. If you do not log onto your online curriculum for a week, or if you complete fewer than the required 8 hours studying online, program staff will contact you.
- We understand that sometimes life gets in the way, and we want to support you in your work. If you do not respond to our emails or calls, we will conclude that your participation in this program is not a priority for you at this time, and we will exit you from the program.

Readmission:

- We may be willing to readmit you into the program if your situation changes so that you are able to do the work. If you want to be readmitted to the D2L, you will need to have a conversation with the program coordinator and submit a detailed schedule for when you will be doing your online work.

If you agree to the above conditions, we are happy to welcome you to the D2L.

Printed Name _____

Signature _____ Date _____