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EXPERIENCED INSTRUCTORS' INSTITUTE SYLLABUS



LEARNING TO THINK: LEARNING TO LEARN

<p>Questions about arrangements:</p> <p>Anissa Carlisle, Secretary Adult Education Academy for Professional Development Waterfield Hall Morehead KY 40351 Phone: 606-783-2026 Fax: 606-783-9111 E-mail: a.carlisle@moreheadstate.edu</p>	<p>Questions about content:</p> <p>Dr. Melanie S. Jones Foundational, Adult, and Graduate Studies 280 University Boulevard GH 503 Morehead KY 40351 E-mail: m.jones@moreheadstate.edu Mobile phone: 740-550-0077</p>	<p>Questions about online course:</p> <p>Lisa Jones, Institute Coordinator Adult Education Academy for Professional Development Waterfield Hall Morehead KY 40351 Phone: 606-780-9801 E-mail: lajones@moreheadstate.edu</p>
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1. Syllabus Overview --

This syllabus covers the institute description, objectives, resources, expectations, prerequisites, and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you have questions, please contact one of the two names listed above.

2. Description –

Learning to Think: Learning to Learn aims to prepare full-time instructors and aides who were hired prior to July 1 2008 to be effective teaching in organized, scheduled adult basic education classes. The definition of full-time is determined by the local program.

Institute content will be delivered through face-to-face meetings, assignments, and distance learning. Following the face-to-face meetings, participants will develop lesson plans in which they will apply strategies learned, and the results of that work will be shared at a year-end showcase.

3. Objectives –

At the end of the entire training, Participants will:

- Add to their knowledge base about teaching in general;

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- Learn the difference between literature strategies and science strategies;
- Be able to show students how to use old skills in new areas;
- Better understand mental models;
- Have skills to teach students to notice their own thinking;
- Learn tips to help students get important information into memory;
- Understand the concept of 'working memory';
- Assist learners in developing their individual thinking for the purpose of learning;
- Work on further balancing the interaction between learning 'skills' and 'content';
- Integrate prior knowledge with known strategies to help adults learn new material;
- Help students foster their own critical thinking;
- Understand the importance of active learning as opposed to lecture;
- Use problem-based approaches to maximize student learning,

4. Resources –

- Learning to Think, Learning to Learn: What the Science of Thinking and Learning Has to Offer Adult Education
- Institute Handbook
- Angel/KYVAE for course materials and communication

5. Expectations –

Because KYAE has invested significant public funds in supporting this institute, attendance is expected during the full schedule (beginning time to adjournment) of all face-to-face meetings. In order to maximize the content of the institute, participants are expected to also complete all additional components – advance work, interim assignments, learning log/discussion board submissions, lesson plans, and classroom observation, if applicable.

If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Anissa Carlisle at 606-783-2026 in advance of the scheduled session.

If for any reason you are not able to participate in the overall institute, your director must request a waiver from Joyce Bullock, Associate, KYAE, 1-800-928-7323 x 118 or Joyce.bullock@ky.gov.

6. Weather Policy – First, check the Angel/KYVAE course for an announcement. If you still have a question about a weather cancellation, call Melanie Jones at 740-550-0077 **by 7:00 a.m.** on the morning of the scheduled session.

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7. Institute Design -- The institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, and classroom application.

8. Activities, Assignments, and Dates & Deadlines –

Activity	Additional Information			Dates & Deadlines		
				Cohort 1/ Central	Cohort 3/ Western	Cohort 4/ Central
Assessment of Prior Knowledge – an online survey to determine participants’ familiarity with the content of the institute	1 - Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of prior knowledge found at The Experienced Instructors’ Institute. Select your training location/cohort.			Due: Tuesday July 20, 2010	Due: Tuesday August 10, 2010	Due: Tuesday August 17, 2010
Advance Work – <ul style="list-style-type: none"> Statement of what you hope to achieve 	2 - Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.			Due: Tuesday July 20, 2010	Due: Tuesday August 10, 2010	Due: Tuesday August 17, 2010
First Face-to-Face Meeting <ul style="list-style-type: none"> 2 days covering basic topics in <i>Learning to Think: Learning to Learn</i> 	Cohort 1 <ul style="list-style-type: none"> Location: MSU @ Mt. Sterling (room 8) Lodging options – Google Mt. Sterling KY lodging. Lunch will be provided each day. 	Cohort 3 <ul style="list-style-type: none"> Location: Madisonville Community College North Campus (John Gray Bldg., Multipurpose Room) Lodging – Google Madisonville KY lodging. Lunch will be provided each day. 	Cohort 4 <ul style="list-style-type: none"> Location: MSU @ Mt. Sterling (room 8) Lodging – Google Mt. Sterling KY lodging. Lunch will be provided each day. 	7/22 (9:30-4:30) 7/23 (8:30-3:30)	8/12 (9:30-4:30) 8/13 (8:30-3:30)	8/19 (9:30-4:30) 8/20 (8:30-3:30)
Project Proposal	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all documents relevant to the project assignment. Place your project proposal in the appropriate drop box.			Due: 9/17	Due: 9/24	Due: 10/1
Interim Assignment – Incorporating Workshop	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional			Due dates:	Due dates:	Due dates:

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Strategies	directions are found there.			12/01	12/01	12/01
Second Face-to-Face Meeting <ul style="list-style-type: none"> 2 days covering advanced topics in <i>Learning to Think: Learning to Learn</i> 	Content will be covered in an online course.			Opening date to be announced	Opening date to be announced	Opening date to be announced
Project Report	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all relevant documents to complete your project assignment. Read the directions carefully and review all documents in order to meet deadlines. Your director will complete the rubric rating your project report. Place your project report, your director's rating, and all accompanying documents (e.g., lesson plan, etc.) in the appropriate drop box. Be sure to indicate your name on each.			Due 3/31/2011	Due 3/31/2011	Due 3/31/2011
Project resubmissions	Any areas of the project that are not rated as a 2/satisfactory are to be returned to you for revision and to your director for re-rating and then forwarded along with revised documents to c.spencerack@moreheadstate.edu .			Due 4/29/11	Due 4/29/11	Due 4/29/11
Project Showcase – Come to the showcase prepared to share your projects with your peers. Directions for sharing will be posted in Angel.	Clay Community Center, Mt. Sterling	Madisonville Community College North Campus, room TBD	Clay Community Center, Mt. Sterling	April 15, 2011 9:00-4:00	May 6, 2011 9:00-4:00	April 15, 2011 9:00-4:00
Assessment of Knowledge Gained – an online survey to determine the effectiveness of the institute overall and the knowledge gained as a result of participation	Go to the Kentucky Virtual eLearning Portal and complete the assessments of knowledge gained. Select your training location/cohort.			By April 15, 2011	By May 6, 2011	By April 15, 2011

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