

## **SUPPORT CYBER CONNECTIONS GUIDELINES FOR PARTICIPANTS**

### **Program Purpose**

This program is designed for support staff wishing to advance their professional development by working collaboratively with support staff across the Eastern Region colleges. Through technology-enabled learning experiences, support staff contribute to a strong and emerging learning network across the region.

### **Module Development**

- Modules are designed and delivered in a learning management system hosted by Fleming College currently (work is underway to identify a permanent host).
- Participants who are unfamiliar with the online learning environment, should consult with web technology support people from their college.
- Participants who have questions concerning the overall intent, logistics and design elements of the module, should consult with the facilitator and/or the coordinator of the Support Cyber Connections program – Heather Cosh: [hecosh@flemingc.on.ca](mailto:hecosh@flemingc.on.ca)
- Questions that participants may have about the specific elements of the course management system should be directed to the Support Cyber Connections web technologist - Alana Callan: [acallan@flemingc.on.ca](mailto:acallan@flemingc.on.ca))
- There is a common design “look and feel” and format for all modules which is provided by the SCC web technologist (i.e. colour scheme, icons, navigation, etc.)

### **Module Design: General Requirements**

- The SCC planning committee will solicit learning designers from Eastern Region colleges to design modules for the program. Content and materials developed for the modules will comply with the Intellectual Property Rights policy from the contributing colleges. Module development and facilitation of the module is considered a contribution “in kind” from the employer of the facilitator/designer.
- Adherence to conventions for citing sources has been followed.
- Modules will run over a duration of 4-5 weeks and will be designed with a view for participants to engage approx. 3-6 hours/week
- Optionally, facilitators may offer up to a two-week grace period for submission of final assignments after the module ends

### **Module Learning Design**

- Clear module learning outcome statements are presented in the introduction section of each module.
- Modules reflect inclusion of relevant learning resource materials (with encouragement of participants to contribute to emergent resource lists).
- Practical and relevant learning activities to support the outcomes are included (linking to participants’ own teaching practice).
- Formative assessment opportunities that provide on-going feedback to participants are embedded throughout the module.
- Culminating demonstrations of learning must be clearly evident in order to receive a certificate of completion.
- Opportunities for interactive and collaborative learning are designed in order to promote culminating demonstrations of learning and reflection on current teaching and learning practice.

- An anonymous survey provided by the planning committee will be used to solicit feedback from participants at the completion of each module- seeking recommendations, affirmations and/or refinements of overall module design. A summary of the survey results will be provided to the planning committee, module facilitator and/or course designer for any desired adjustments.

### **Expectations for Support Staff Participation**

- Formative evaluation occurs throughout each module. The key to participant success is active engagement with online learning peers, the facilitator and learning resources.
- Participants will be expected to login to the course at least two or three times per week to read the contributions to the discussions by their fellow support staff members and to post to the discussion board. Module facilitators will monitor and encourage participation as required.
- The learning they will acquire from this module will come through reflective thinking and interaction with their fellow learners. SCC promotes a learning community, and it relies heavily on each participant to build an active and engaged learning environment.

### **Certificate of Completion**

- A certificate of completion for each module will be awarded to participants who have demonstrated culminating performance of learning outcomes.
- Facilitators will monitor, track and submit a list of names of those who are eligible for a certificate of completion to the Coordinator of the SCC Planning Committee within one month following completion of the module.

### **Required Technology Support**

- Participants will be required to download Word files to access as readings and as worksheets. There will also be a requirement for participants to follow links to various readings on the internet.
- If individuals have any trouble doing this, they should contact the SCC technical support person from their own college.

### **Access to Modules following scheduled delivery**

- Modules will be available online at least 2 months following the delivery of the module, to enable participants to continue to access materials and resources, if required.