



**Instructions for
Heinemann On-Demand participants
Seeking associated graduate credit through the
Antioch Center for School Renewal
40 Avon St, Keene, NH 03431 603.283.2115 acsr@antiochne.edu**

Welcome to the Antioch University New England community! For over 50 years, working professionals have depended on AUNE as their resource for reaching their educational goals. Our degree programs, courses and allied services all hinge on one idea: "Together, we can change the world." We're pleased to partner with Heinemann's On-Demand (HOD) to offer this graduate credit opportunity to you. This packet of information will provide some basic information about how to register for graduate credit, our evaluation system, and how to access your transcript once your course is complete.

1. Accreditation

Antioch New England University is one of five campuses of Antioch University, which is accredited by the Higher Learning Commission. The Higher Learning Commission is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region. See the Higher Learning Commission website for its student complaint process. **Credits awarded by Antioch University New England in conjunction with your HOD experience should transfer into graduate programs offered by other accredited institutions of higher learning, but please check with your advisor or admissions counselor before registering in order to ensure transferability.**

2. Course registration and payment:

Register using a form provided to you along with a credit card payment form (payment of the \$450 per course fee may be made at this time.) Checks or purchase orders should be sent to:

Peg Smeltz
Antioch University New England
40 Avon Street
Keene, NH 03431
Our fax number is 603.358.3956

You will be registered for the course in the AUNE semester in which your payment is received and for the number of credits noted on your registration form. No registrations can be processed without a completed registration form and payment. You will have two semesters to complete all coursework and submit final verification of learning as described in the attached syllabus, dated from the date your registration and payment is processed at AUNE. **Please be sure you are working from the correct (1 credit or 3 credit) syllabus.**

3. Course grading: According to the AUNE Student Handbook:

Antioch New England uses a credit/no credit system supplemented by faculty evaluation of four dimensions of learning in all courses.

The four dimensions evaluated are:

- 1. class participation;*

2. *mastery of course content;*
3. *quality of documentation (papers, tests, and oral presentations); and,*
4. *overall course performance (a summative category)*

One of the following evaluative descriptors will be assigned in each of the four dimensions assessed:

- * *Outstanding;*
- * *Excellent;*
- * *Very Good;*
- * *Good;*
- * *Satisfactory with concerns; or,*
- * *Unsatisfactory.*

In assigning evaluative codes, faculty will be guided by the meanings attached to each rating in the chart of Evaluative Descriptors (attached). Additional narrative comments will be provided to the student on or attached to the final paper or project presented for credit.

In order to receive credit for a course, students are required to verify that they have acquired proficiency in the specific learning objectives of the course. They must submit all required work to the instructor by the due date and the work must be of “satisfactory with concerns” quality or better in the category of Overall Course Performance.

4. Transcripts:

Students in HOD courses will not receive automatic grade reports and **must** request transcripts. Transcripts are available through the National Student Clearinghouse www.getmytranscript.com, Select *Antioch University New England* and you will be guided through the step-by-step process.

You will need the following information when you are ready to request transcripts:

- Name at time of enrollment
- Social Security Number, or the last four digits
- Current address and phone number
- Dates of attendance, or your year of graduation
- The name and address of the person to whom you would like the transcript sent

Licensing agencies, state school certification boards, and other universities almost always require *official* transcripts. Although requests are processed and shipped through our University records office in Yellow Springs, OH, we work closely with them when special requests are made. Please allow a minimum of seven working days plus shipping time for transcript processing.

5. Questions: For all questions and clarifications, please contact Paul Bocko by e-mail at pbocko@antioch.edu (or by phone at 603.283.2115).

Antioch University New England, Education Department

Course: CNED 5800H Heinemann On-Demand

Credits: 1 graduate level credit

Term: To be assigned

Required Prerequisites: Registration for and participation in course through *Heinemann On-Demand*

Fee: \$450 registration fee (additional fees to HOD will apply, some discounts may also apply)

Meeting times & location: Online

Instructor Information

Instructor(s): Paul Bocko

Address: 40 Avon St., Keene, NH 03431

Phone: 603.283.2115 (office)

E-mail: pbocko@antioch.edu

Office hours: By appointment

Course Purpose and Objectives:

Course Description: Participants in the Heinemann On-Demand (HOD) courses have the option of participating in an online course supporting their implementation of their learning. Those taking this option should anticipate an additional 5-7 hour time commitment over and above the time commitment required for completion of the HOD course sessions.

Course student learning outcomes:

Students in this course will:

- Gain knowledge applicable to their work, as described in the HOD Course description
- Assess the alignment of and select strategies to improve their work
- Explore the challenges and opportunities inherent in their HOD learning
- Explore and implement improved pedagogy as a result of their HOD learning
- Evaluate the content taught in their HOD in order to surface potential issues, weaknesses and areas of conflict with current pedagogy and/or school culture.

Program Student Learning Outcomes:

N/A (This course is a not a part of any matriculated program at AUNE)

Textbooks/Materials:

Required: To be provided through the HOD.

Optional or suggested texts: none

Course Assignments and Schedule

Session Assignments: Following completion of each session in your HOD, submit to instructor a reflection (5-7 minutes of video or 1,200 words of text) exploring:

1. Key concepts from the session,
2. Ways in which those concepts conflict with or support your current practice,
3. Implications for your work, and
4. Specific plans for implementation of your new learning.

Final assignment: Submit 10 minutes of video or 1,750 words of text reflecting upon the full course experience including:

1. New concepts or ideas gained
2. New practices that you have implemented
3. The ways in which implementation has been successful and/or not successful
4. New questions that have emerged for you
5. "Next steps" you intent to take as a result of this experience.

Course Topics: See HOD course description

Evaluation Procedures

Evaluation criteria to receive credit: Student work will be assessed on the following criteria:

Form: Was the work presented appropriate in length? Was it mechanically correct in terms of grammar, punctuation and tone?

Content: Did the work address the guiding questions as well as the academic content covered in that session?

Process: Was the work received in a timely fashion? Did the student respond to instructor feedback and/or questions?

Attendance: n/a

Incomplete Policy: Students may request (via the instructor) one semester's extension beyond the end of the academic term in which they started the course. At the end of that extension, however, no further material will be accepted and the student will be assigned a grade of "No Credit" for the course.

Student Academic Support Services

Antioch University Policies

Antioch University is committed to building a vibrant and inclusive educational environment that promotes learning and the free exchange of ideas. Our academic and learning communities are based upon the expectation that their members uphold the shared goal of academic excellence through honesty, integrity, and pride in one's own academic efforts and respectful treatment of the academic efforts of others. All students are expected to comply with Antioch University policies, including the Title IX Sexual Harassment and Sexual Violence Policy, Student Academic Integrity Policy, and the Student Conduct Policy. Academic, student, and other university policies are available online: http://aura.antioch.edu/au_policies/

Reasonable Accommodation for Students with Disabilities

Antioch University is committed to providing reasonable accommodations to qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 2008. Students with disabilities may contact the Disability Support Services office to initiate the process and request accommodations that will enable them to have an equal opportunity to benefit from and participate in the institution's programs and services. Students are encouraged to do this as early in the term as possible, since reasonable accommodations are not retroactive. The Disability Support Services office is available to address questions regarding reasonable accommodations at any point in the term. For more information, please contact Fran Ziperstein, 603-283-2438, fziperstein@antioch.edu, office located in Antioch University New England Student Services office suite.

Support for Research & Audiovisual Services

The AUNE Library offers research support, both face-to-face and long-distance via telephone, email, Gchat, and Skype. Your librarian, Pippin Macdonald, is available weekdays in the library and by appointment to discuss topics, research strategies, citation management, and more. For more information about the AUNE Library, visit our website: <http://www.antiochne.edu/library/> In addition to books, DVDs, and journals, the library has a large collection of audiovisual equipment available for checkout. For a complete list of AV equipment and borrowing guidelines, visit this page: <http://www.antiochne.edu/library/audiovisual-services/> Any research materials that the library does not own can be requested through our excellent Interlibrary Loan service: <https://antioch.illiad.oclc.org/illiad/logon.html>

Support for Writing and Presentations

The AUNE Writing Center, located in the library, offers free peer support for all parts of the writing process, including brainstorming and starting an assignment; organizing and structuring a draft; revising at the paragraph and sentence level; polishing near-final work; integrating your sources, and more. The AUNE Writing Center also supports Power Points, Prezis, Resumes, Cover Letters, and CVs.

Support at the AUNE Writing Center is available in via face-to-face, phone, or skype sessions. You can see our schedule, make appointments, and access resources at the Writing Center website, <http://www.antiochne.edu/writingcenter/>.

For written feedback on writing, you can submit your work to the Virtual Writing Center, which operates out of Antioch Seattle and is available to all AU students. You can submit a paper to the VWC at <http://www.antioch.edu/vwc/>. You will receive a response in 24-48 hours.

Antioch University New England, Education Department

Course: CNED5800I Heinemann On-Demand

Credits: 3 graduate level credits

Term: To be assigned

Required Prerequisites: Registration for and participation in course through *Heinemann On-Demand*

Fee: \$450 registration fee (additional fees to Heinemann On-Demand will apply) Meeting times & location: Online.

Instructor Information

Instructor(s): Paul Bocko

Address: 40 Avon St., Keene, NH 03431

Phone: 603.283.2115 (office)

E-mail: pbocko@antioch.edu

Office hours: By appointment

Course Purpose and Objectives:

Course Description: Participants in the Heinemann On-Demand (HOD) courses have the option of participating in an online course supporting their real-world application of the ideas from the HOD class. Those taking this option should anticipate an additional 5-7 hour time commitment over and above the time commitment required for completion of the HOD course sessions.

Course student learning outcomes:

Students in this course will:

- Gain knowledge applicable to their work, as described in the HOD Course description
- Assess the alignment of and select strategies to improve their work
- Explore the challenges and opportunities inherent in their HOD learning
- Explore and implement improved pedagogy as a result of their HOD learning
- Evaluate the content taught in their HOD in order to surface potential issues, weaknesses and areas of conflict with current pedagogy and/or school culture.

Program Student Learning Outcomes:

N/A (This course is a not a part of any matriculated program at AUNE)

Textbooks/Materials:

Required: To be provided through the HOD.

Optional or suggested Texts: none

Course Assignments and Schedule

Session Assignments: Following completion of each session in your HOD, submit to instructor a reflection (5-7 minutes of video or 2,400 words of text) exploring:

1. Key concepts from the session,
2. Ways in which those concepts conflict with or support your current practice,
3. Implications for your work, and
4. Specific plans for implementation of your new learning.

Final assignment part 1: Submit 15 minutes of video or 3,000 words of text reflecting upon the full course experience including:

- New concepts or ideas gained in the course and why they seem important to you and your work.
- “Next steps” you intend to take as a result of this experience.

Final assignment part 2: Submit a digital portfolio of work] documenting the following:

- reflections on your favorite (most useful) tools & strategies from the course
- 2 lessons based upon content from the course including student work samples and related assessments, and
- a written reflection covering the following focus questions:
 - What happened? Write a vignette (descriptive story) of implementing your learning from the course in your classroom. Be specific and include examples from the student experience as well as your own.
 - What went well? What would you change?
 - What did you do differently as a result of your learning in the course?
 - What have you learned from this experience?
 - What do you need to do next? What new questions have emerged for you?

Course Topics: See HOD course description

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Process: Was the work received in a timely fashion? Did the student respond to instructor feedback and/or questions?

Attendance: n/a

Incomplete Policy: Students may request (via the instructor) one semester’s extension beyond the end of the academic term in which they started the course. At the end of that extension, however, no further material will be accepted and the student will be assigned a grade of “No Credit” for the course.

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EVALUATIVE DESCRIPTORS for Courses and Supervised Independent Studies (SISs)

COURSE REQUIREMENTS	UNSATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
CLASS PARTICIPATION	Student did not attend class, and/or gave no sign of attending to what went on, and/or participated in ways that were inappropriate and disruptive to the learning process of others.	Student was present in class and appeared to be attending to what took place, but either did not participate actively, or participated in an inappropriate way. Some remediation (specify) needs to be arranged.	Student occasionally raised questions and/or offered some contributions to class discussions. Participations was appropriate and helpful to the learning of others.	Student was active in class and made useful contributions which included real engagement with key issues represented in the syllabus. Student gave evidence of considering the learning needs of classmates in addition to his/her own learning process.	Student raised points that were original, and engaged instructor/other students in dialog that broke new ground. Student gave evidence of considering the learning needs of classmates in addition to his/her own learning process.	Instructor could, in all good conscience, have asked student to conduct a session of the class.
MASTERY OF COURSE CONTENT	Student either gave evidence of not grasping the basic theoretical concepts or did not complete all the course assignments. Corrective action or remediation is needed.	Student gave evidence of grasping theoretical concepts to the extent of attempting to apply the material to professional situations, though not in an effective way. Some remediation needed.	Student gave evidence of understanding and successfully applying the key concepts of the course.	Student absorbed, understood and applied the key concepts of the course in a particularly clear and effective manner.	Student consistently showed mastery of subject matter by using concepts to illuminate professional situations in an original way, leading to new learning for the instructor and the class.	Student demonstrated insights so original as to warrant passing on to future students.
QUALITY OF DOCUMENTATION	Paper(s) unacceptable with respect to content, organization, and/or writing style (specify). Some remediation (specify) needs to be arranged.	Paper(s) were minimally acceptable with respect to content, organization, and writing style; there were some problems in one or more of these areas (specify), but not so severe as to warrant handing the paper(s) back. Some remediation (specify) needs to be arranged.	Paper(s) adequate with respect to content, organization, and writing style.	Paper(s) particularly clear, well-organized, and/or well written.	Paper(s) both competent (or better) in execution, and original/creative in their approach to the topic; paper(s) could be used as a model for other students.	Paper(s) showed particularly clear and creative approach to the topic, an approach that's rarely seen, and were of publishable quality.
OVERALL COURSE PERFORMANCE	Student's work was characterized by such major problems (specify) that no credit for the course can be given. Some corrective action/remediation (specify) needs to be arranged.	Student's performance in the course was minimally acceptable; there were some major problems (identify), though not severe enough to be considered "Unsatisfactory." Some corrective action/remediation (specify) needs to be arranged.	Student's performance in the course was basically competent with no major problems.	Student solidly fulfilled course requirements, and integrated course material in a particularly clear and effective manner.	Student's performance showed originality over and above solid competence; instructor and class learned from student's contributions to the learning process.	Student's performance in course was so competent and original that instructor experienced student as if he/she were a colleague or peer taking the course.