



**Course Requirements
ASTE 2019 Conference
Unplugged
UAA ED 566F
1 (Section 101) or 2 (Section 102) Credits
Pass/No Pass**

We're glad you joined us at ASTE this year! I look forward to interacting with you online and hopefully in person at some point. We do have the opportunity to meet ASTE Credit Course participants in person this year. Please bring your lunch and join us for a short *optional* session to meet the instructor and other participants, as well as to get information about the class on **Saturday, February 16, 12:30-1:30, in the Resolution Room.** Also, please don't hesitate to contact me at tammy.morris@inspiredimpact.biz or 907-617-5221 if you have any questions.

Registration and Payment for Class

Register and pay for the class through UAA PACE. There are two sets of registration instruction documents available on the ASTE Credit Course webpage: <https://www.aste.org/membership/credit-classes/>. Be sure to use the set of instructions for the class you want – 1 credit or 2 credits.

Registration Deadline: 2/23/19

Drop w/Refund Deadline: 2/23/19

Drop w/No Refund Deadline: 3/18/19

Location of Class Site

The online portion of the class will be conducted on a Ning at the following URL: <http://inspiredimpact.ning.com>

Instructions for joining and using the Ning are available in a separate document on the ASTE Credit Course webpage (<http://www.aste.org/membership/credit-classes/>).

Specific Course Requirements

In order to receive credit, you must complete **ALL** course requirements. The requirements for the credit class are as follows:

*Conference Attendance:

- **1 Credit Requirement:** Attend and log at least 15 hours of the conference, which may include speakers, networking events, workshops, and conference. **You must attend at least 2 full days.**
- **2 Credit Requirement:** Attend and log at least 30 hours of the conference, which may include speakers, networking events, workshops, and conference sessions. **You must attend at least 4 full days.**
- **Submit a signed log of your conference attendance hours, including a total:** The log can take many forms. Some options:
 - Make a copy of the log available on Google and share it with the instructor.
 - Go to <https://goo.gl/eV1o3j>
 - You won't be able to type into that link; you must make your own copy
 - File > Make a Copy > Replace "Copy of" with your last name
 - Your new copy is editable and in your Google Drive
 - Print out the Google log and complete it by hand, **including signature**. Send it digitally to the instructor (fax, scan, email, take a picture)
 - Make your own log, being sure to include the name of the event you attended, how much time the event occupied, a total number of hours you attended the conference, and a **signature**. Send it digitally to the instructor. (If you use the Google Sheet online, notice that the hours will total automatically for you toward the bottom. There is also a place for your signature.)

*Required Readings:

Articles for discussion are posted on the ASTE Ning.

- **1 Credit Requirement:** Select, read, and discuss at least two of the posted articles.
- **2 Credit Requirement:** Select, read, and discuss at least three of the posted articles.

*Online Discussions:

An important component of any conference is time to reflect on new ideas and share your thoughts with peers. One of the requirements for the credit course is that you spend some time interacting online. There will be discussions related to the workshops and conference sessions as well as for the required readings. Please keep your postings positive and constructive – you will have the opportunity to evaluate your conference sessions at the end of each session. The purpose of the discussions is to consider new ideas and interact with other educators. My role in the Forum is that of a facilitator. I will not respond to every posting, but I will monitor the discussions and participate frequently.

Many of you have probably had the opportunity to participate in online discussions in the past. If not, there are a few basic guidelines that should help you get started.

- Substantive posts are more than statements such as “I agree” or “hello”. I encourage you to analyze the themes presented by speakers and in the ASTE sessions, share new ideas, and explore ways to apply what you have learned.
- As you respond to other posts, respect others’ viewpoints, but do not be afraid to take a different stance or share another perspective.
- Cite all quotations and sources so that everyone can access valuable resources.
- Use subject lines that accurately reflect the purpose of the posting, and respond to other postings in the appropriate thread.
- If you would like to forward a posting outside the forum, please ask permission first.

1 Credit Requirement: Minimum of 5 Substantive Posts

- Complete your profile on Ning.
- At least 2 substantive posts in the Course Articles Category (on at least 2 separate articles).
- At least 3 substantive posts in any of the Special Interest Discussions (designated with an * in front of the title).

2 Credit Requirement: Minimum of 10 Substantive Posts

- Complete your profile on the Ning.
- At least 3 substantive posts in the Course Articles Category (on at least 3 separate articles).
- At least 7 substantive posts in any of the Special Interest Discussions.

Timeline for Postings: Post to the discussions as soon as possible and visit frequently during and immediately following the conference. This will ensure that the topics are fresh in your mind and will allow the best opportunity for collaboration. The discussions will remain open until March 24 (the final day to submit coursework), but the discussions will likely be more engaging during and immediately following the conference. Feel free to post pictures and contribute links to other online resources that may be valuable to your colleagues!

***Final Paper or Project**

You have **two options** for your Final – a Final Paper **or** a Final Project. I highly encourage you to complete a **Final Project** for 3 reasons:

1. It is a better representation of the result of your attendance at ASTE.
2. You’re probably already going to do something with the new knowledge you gained at ASTE, so you might as well use it for credit.
3. It will serve as a fine example for other educators.

However, if you select this option, please [email me for project approval in advance](#). We will discuss what you should submit as evidence of your Final Project.

To come up with an idea for your project, consider a change or something new you’d like to do in your professional role, **as a result of** the knowledge you’ve gained at ASTE. You should be able to share evidence of your project with me through file sharing or a weblink. Depending on the project, you may need to write a 1-paragraph reflection. Some Final Projects have been:

- A lesson plan with an example of student work using something you learned at ASTE.

- Your agenda and presentation for sharing your ASTE learning with your staff or school board.
- Development of a class website using knowledge gained at ASTE.
- Description, results, and evidence of a classroom assignment or project.

If you choose to write a **Final Paper**, it should be a **reflection** of what you have learned and **not** a list of session topics and reviews. Instead, think about the central strands in the conference and discuss **how you will apply what you've learned** in your classroom, your business, or your district.

1 Credit Requirement: 2-3 pages, double spaced, 12-point font, 1-in. margins

2 Credit Requirement: 4-5 pages, double spaced, 12-point font, 1-in. margins

Please include a title page with your name, your district, your email address, the number of credits for which you are enrolled, and the date of submission. Please email your final paper to me as an attachment to tammy.morris@inspiredimpact.biz. I will confirm that I have received this within 48 hours. If you do not receive this confirmation, please contact me by phone.

If you elect to do an approved project that cannot be shared digitally, you may also mail it to me at the following address:

Tammy Morris
P.O. Box 34966
Juneau, AK 99803

Please retain a copy of any project mailed since they will not be returned.

All work must be submitted by 9:00 p.m. on March 24, 2019 - no exceptions or extensions!

