

**PRST 5470/6470/7470 - Facilitation of Learning**  
**3 Credit Hours**

**Course Description:**

This course is designed to prepare trainers to design and facilitate training programs that will work effectively and efficiently with adult learners. It will provide the necessary theory and experience to insure competent facilitation of learning. Students will plan and conduct training sessions and receive feedback on their style of facilitation.

**Course Outcomes:**

Upon completion of this course, the student will be able to:

1. identify the difference between teaching and facilitation skills
2. demonstrate the ability to instruct adult students using appropriate training techniques
3. develop and facilitate a written training session using at least two facilitation techniques such as simulation, role-play, or case study
4. analyze his/her style of facilitation based on theory and feedback

**Prerequisites and Corequisites:**

This course is a core course in the Master of Professional Studies degree program. Enrollment is limited to students who have been admitted to the Master of Professional Studies program or departmental approval. PRST 5400/6400/7400 and PRST 5430/6430/7430 are also required.

**Course Topics:**

This course will cover the following topics:

1. selecting the appropriate techniques to facilitate learning including, role play, case studies, simulations, group activities, and how to evaluate the effectiveness of those facilitation techniques

2. understanding the difference between the on-ground and the online adult learner
3. converting on-ground facilitation techniques to the online environment

#### Specific Course Requirements:

Students should be skilled in using a web browser to connect to websites (such as Internet Explorer, Netscape, etc.) and skilled in sending and receiving emails with attachments.

#### Required Textbooks:

Please visit the [Virtual Bookstore](#) to obtain textbook information for this course. Move your cursor over the "Books" link in the navigation bar and select "Textbooks & Course Materials." Select your Program, Term, Department, and Course; then select "Submit."

#### Hardware and Software Requirements:

Minimum hardware requirements can be found [here](#).

Minimum software requirements can be found [here](#).

#### Common applications you might need:

To read a PDF file download the latest version of [Adobe Reader here](#)

Don't have Microsoft Word? Explore an alternative [OpenOffice here](#)

Accessing a PowerPoint file? Download the [PowerPoint Viewer here](#)

#### Web Resources:

Purdue [OWL Online Writing Lab](#) (for APA, MLA, or Chicago style)

The Writing Center [Online Writer's Handbook](#)

#### Student Resources:

- Technical support information can be found on the [TN eCampus Help Desk](#) page.

- Smarthinking virtual tutoring is available **FREE** of charge. to access Smarthinking, visit the course homepage and select Smarthinking under Course Resources. You also view [sample sessions](#) to see what Smarthinking offers and how it works.
- Information on other student issues or concerns can be located on the [TN eCampus Student Resources](#) page.

#### Instructor Information:

Please see "Instructor Information" in the Getting Started Module for instructor contact information, virtual office hours, and other communication information. You can expect to receive a response from the instructor within 24-48 hours unless notified of extenuating circumstances.

#### Testing Procedures:

None

#### Grading Procedures:

Student grades will be based on an evaluation of both content and format of all of the requirements of this course. A rubric will be developed for each assignment with the total number of points available. Different assignments may carry different weights. These weights will be defined with each assignment.

All written work must follow the American Psychological Association (APA).

Project One	150 points
Annotated Bibliography	50 points
Discussions (10)	100 points
Project Two	150 points
Demonstration/Critique	50 points
Total 500 points	

#### Grading Scale:

Final grades will be premised on cumulative points as follows:

A = 500 - 450

B = 449 - 390

C = 389 - 320

D = 319 - 260

F = below 260

#### Assignments and Projects:

Students will be required to demonstrate proficiency in each of the course objectives by completing the following assignments:

1. Project One requires the student to develop or modify an existing training program, which is appropriate for a group setting. The training program must include at least two different facilitation techniques, and utilize some form of media.
2. Annotated Bibliography of 30 articles on subjects related to the course.
3. Project Two is completed after Project One. The student will write a paper describing how they would modify their training program to be delivered in an online environment.
4. Each module will have discussion questions that the student will need to provide a response and respond to at least 2 other student's postings.
5. A final examination/project will consist of a critique by the student of his/her facilitating one training technique from his/her training program. The students will conduct and video tape this facilitation in front of a live audience.

#### Class Participation:

Students must participate in all interactive aspects of the course. Students must communicate with other students and are expected to communicate with the instructor as a learning

resource. Students must check the calendar frequently for announcements and must actively participate in threaded discussion events.

### Course Ground Rules:

*The following two statements (1., 2.) were derived from the TBR System-wide Student Rules document, released January 2012:*

#### RULES OF THE TENNESSEE BOARD OF REGENTS STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE SYSTEMWIDE STUDENT RULES CHAPTER 0240-02-03 STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

[Read the document in its entirety here.](#)

### 1. Standards of Conduct:

- Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments and actions.

### 2. [Review the TN eCampus Academic Integrity/Academic Honesty Policy:](#)

- In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited.

Such conduct includes, but is not limited to:

- an attempt by one or more students to use unauthorized information in the taking of an exam
- to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person,
- or to knowingly assist another student in obtaining or using unauthorized materials.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited.

Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action through the regular procedures of the student's home institution. Refer to the student handbook provided by your home institution to review

the student conduct policy.

In addition to other possible disciplinary sanctions that may be imposed, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

### **Other Course Rules:**

Students are expected to:

- Participate in all aspects of the course
- Communicate with other students
- Learn how to navigate in Brightspace
- Keep abreast of course announcements
- Use the assigned course management (Brightspace) email address rather than a personal email address
- Address technical problems immediately:
  - [Contact Technical Support](#)
  - [View Term Calendar here](#)
- Observe course netiquette at all times.

### **Guidelines for Communications:**

#### **Email:**

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

#### **Discussions:**

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.

- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

#### Library:

The [Tennessee Virtual Library](#) is available to all students enrolled in TN eCampus programs and courses. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading will be included within the course modules. To access the Virtual Library, go to the course homepage and select the ***Virtual Library*** link under Course Resources.

#### Students with Disabilities:

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

#### Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

#### Disclaimer

The information contained in this syllabus is for general information purposes only. While we endeavor to keep this information up-to-date and accurate, there may be some discrepancies between this syllabus and the one found in your online course. The syllabus of record is the one found in your online course. Please make sure you read the syllabus in your course at the

beginning of the semester. Questions regarding course content should be directed to your instructor.