

**TELC 2013 - Adult Learners**  
**3 Credit Hours**

**Course Description:**

This course focuses on adult learners and the adult learning process—how they learn best and the classroom format that best relates. A better understanding of adult learners will help teachers plan and implement appropriate lessons, activities, lectures, assignments and teaching strategies. Issues relevant to adult learning theories, classroom motivation, learning issues and the 'best practice' learning techniques will be examined. Additionally, variables in the instructional process are explored. Students should be able to apply their knowledge in a variety of educational settings with a multicultural perspective.

**Course Outcomes:**

Primary Objectives

- At the conclusion of this course students will be able to:
- understand how adults learn most effectively (Std. 2)
- understand and use a variety of instructional strategies to encourage development of critical thinking, problem solving and performance skills in students (Std. 4).
- use knowledge of effective verbal, nonverbal and media communication techniques to foster active inquiry, collaboration and supportive interaction in the classroom (Std. 6).
- plan instruction based upon knowledge of subject matter, students, the community, and curriculum goals (Std. 7).

Secondary Objectives

- know, understand, and use the central concepts, tools of inquiry and structures of the discipline(s) they teach and can create learning experiences that develop student competence in the subject matter (Std. 1)
- understand how adult learn differently than adolescents, how they differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners (Std. 3).
- know, understand and use formal and informal assessment strategies to evaluate and ensure the continuing intellectual, social and physical development of the learner (Std.8).
- be reflective practitioners who continually evaluate the effects of their choices and actions on others and who actively seek out opportunities to grow professionally (Std. 9).

- use technology and technology based resources to facilitate developmentally appropriate learning opportunities (Std. 11a). Adults use technology to enhance their professional growth and productivity (Std. 11b). Adults effectively use and manage all technology available to them and explore uses of emerging resources. They promote the equitable, ethical and legal use of technology resources (Std. 11c).

#### Prerequisites and Corequisites:

None

#### Specific Course Requirements:

This course requires a basic understanding of WebCT, computers and word processing.

#### 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:

Currently, there are no quizzes associated with this class. The resulting readings and associated summaries/reflections will serve as the majority of the grade along with the final project portfolio.

### Grading Procedures:

This course consists of 10 modules (including papers, assignments, reading assignments and discussion questions). Each module (50 points each = 500 points) counts 50% of the final grade. The series of 2-3 page summaries (10 points each) discussing the article links each week will constitute 35% of the final grade. The final portfolio project (50 points) will constitute 10% of the final grade. Discussion board activities (30 points) count 5% of the final grade.

### Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D

**Assignments and Projects:**

Complete all 10 course modules plus the final project. Each module consists of a variety of reading links, discussion questions, papers and assignments.

**Class Participation:**

Students must participate in all interactive aspects of the course if interaction is part of the course design. For example, students must communicate with other students in the chat room, students are expected to communicate with the instructor as a learning resource, students must check the course bulletin board frequently for announcements, and students must actively participate in threaded discussion events.

**Late Policy:**

Ten (10) points will be deducted for each day late on assignments and papers.

**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.