**Methods of Teaching in Adult Education**

**ADED 7056**

**Auburn University**

**Department of Educational Foundations, Leadership, and Technology College of Education**

**Summer 2019**

Class Time: Online/Asynchronous

Location: LMS / Canvas

Professor: Dr. Leslie Cordie

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Office Hours: Scheduled by Appointment

1. **Course Number**: ADED 7056

**Course Title:** Methods of Teaching in Adult Education

**Credit Hours:** 3 semester hours

### Pre/Corequisites: None

1. **Required Texts (2):** 
   1. **Galbraith, M.W. (Ed.) (2004). Adult Learning Methods: A Guide for Effective Instruction (3rd Ed.). Robert E. Krieger Publishing**
   2. **Ko, S., & Rossen, S. (2017). Teaching online: A practical guide (4th ed). Routledge.**

Older versions of these texts will work sufficiently (you will need to match the chapter titles) and some of this information is available free online through various sources.

**Other Required Readings** will be posted online or made available through eReserves and the Library.

### Course Description:

Methods and techniques of instruction using appropriate instructional materials; planning and evaluation of instruction for adult education programs.

### Course Objectives:

Upon completion of this course, students will be able to:

* 1. Discuss the principles of teaching and learning.
  2. Critique effective teaching behaviors.
  3. Create units of instruction, including objectives, lesson plans and supporting materials
  4. Analyze the key elements that create an environment conducive to learning.
  5. Describe the relationship between the learning process and the problem-solving approach to teaching.
  6. Describe how learning styles affects individuals’ teaching styles.
  7. Select and incorporate teaching strategies into your teaching style that reach a culturally diverse group of learners.
  8. Determine the appropriate method to evaluate the learner and the learning process
  9. Identify which instructional strategy utilizes the most effective teaching technique for a particular topic.

### Course Philosophy:

There are approximately 10 sessions with a variety of topics related to workplace education and development. There will be online lectures and group activities and discussions. You are expected to read the assigned readings, participate and contribute to lecture presentations, collaborate in discussions, and submit assignments. A variety of media provided by the LMS (Canvas) are used for communication among class members and the instructor, along with additional resources.

This is a professional online education course in adult education. All participants are considered adults and are expected to not only study but also practice **andragogy by taking responsibility for their learning**. Thus, the participant is expected to participate regularly, contribute to the class setting by participating in online discussions and activities, and to be collaborative and supportive of all members of the learning setting. Adult education is not a place for passive learning but a place to explore, take risks and grow.

Additional course materials are made available through Auburn University’s learning management system (LMS) which is Canvas. Interactivity is possible through the LMS, which allows for online discussions, email, web conferencing and chats with the instructor, along with testing and submission of assignments. **A student taking the online version of the course will need a reliable computer, must understand how to operate a variety of software programs, and will need to decide if online learning is a good option for them as an individual. If you have questions on this, please ask me the first week of class.**

Please see Academic Calendar for Important Dates <http://www.auburn.edu/main/auweb_calendar.html>

### Tentative - Course Content/Schedule: Online Weekly Sessions run from Mondays to Sundays.

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| **Session** | **Date** | **Topic** | **Activities**  **Assignments, Readings, Student Presentations, Discussions, etc** |
| 1 | May 16 | Overview and Introduction | * Review Syllabus and Assignments * Post Discussions (2) - Introductions and Icebreakers * Read Galbraith Chapter 1 * Read Ko & Rossen Chapter 1 * Review Canvas Materials |
| 2 | May 27 | Qualities of Effective Teachers/Instructors | * Choose Topics and Presentation Dates Due * Read Galbraith Chapter 2 and 4 * Read Ko & Rossen Chapters 2 and 4 * Review Canvas Materials |
| 3 | June 3 | Selection of Methods | * Test Recording Due * Online Discussion – PALS (see textbook) * Read Galbraith Chapters 5 and 9 * Read Ko & Rossen Chapters 5 and 6 * Review Canvas Materials * **Student Presentations Start!!** |
| 4 | June 10 | Philosophy and Ethics | * Read Galbraith Chapters 3 and 8 * Read Ko & Rossen Chapter 8 * Review Canvas Materials * **Student Presentations** |
| 5 | June 17 | Learning Styles | * Teaching Philosophy Due * Online Discussion – Learning Styles * Read Galbraith Chapter 6 * Read Ko & Rossen Chapters 7 * Review Canvas Materials * **Student Presentations** |
| 6 | June 24 | Motivation | * Submit Peer Reviews for Student Presentations #1 * Read Galbraith Chapter 7 * Read Ko & Rossen Chapters 10 and 11 * Review Canvas Materials * **Student Presentations** |
| 7 | July 1 | Active Learning | * Annotated Bibliography Due * Read Galbraith Chapter 21 * Read Ko & Rossen Chapters 3 and 9 * Review Canvas Materials * **Student Presentations** |
| 8 | July 8 | Evaluation of Learning | * Online Discussion – Best Practices * Read Ko & Rossen Chapter 15 * Review Canvas Materials * **Student Presentations** |
| 9 | July 15 | Blended Learning | * Read Ko & Rossen Chapters 13 and 14 * Review Canvas Materials * **Student Presentations** |
| 10 | July 22 | Last Week of Classes – Wrap Up and Summary | * TPI Reflection Due * Submit Peer Reviews for Student Presentations #2 * Review Canvas Materials * Online Discussion / Activity - TBD |
| 11 | July 29 | Final Grading – No Classes Scheduled | No Assignments |

1. **Course Requirements/Evaluation** (General Information – more details provided in the Assignments area in Canvas):

### Philosophy of Teaching (Individual – 20 points)

The assignment is intended to initiate your thinking about your own philosophy of teaching. You may already have one, it may be changing, or this may be the first time you have thought about it. Based on your readings, discussion, and course work this semester write a brief statement presenting/discussing your philosophy. Use Chapter 3 in the Galbraith text. This should be approximately 2 to 3 pages, in APA format – double-spaced, 12-point Times New Roman font (no title page needed). OPTION: Use a visual, video, or PowerPoint format. See Canvas for more information.

### Presentation of an Instructional Session (30 points) Group Assignment – Teams of 2

Each group will lead one instructional session in which the team will demonstrate how to facilitate learning using a method or technique of their choice (lecture, illustrated talk, demonstration, discussion, questioning techniques, collaborative learning, etc.) to the members of the class. This will be assigned starting week 3 and will follow the syllabus. This assignment will be evaluated on how well you implement the method and engage the learners. The format of the assignment is to develop a lesson and give an online presentation of your assigned teaching method. As this is an online class, please make sure to adapt the session to both the F2F (face-to-face) and online/blended format; therefore, this assignment will be recorded using some tool such as voiceover PowerPoint, Panopto, Zoom, etc.

\* \*\*NOTE: The presentation (PowerPoint/Handouts/Agenda/Supporting Materials) is due to the ***instructor a minimum of one week prior*** to scheduled class delivery **for these Presentations**. See Late Assignments for more information.

**Students will be provided a variety of options in terms of recording their presentations for the online class. This information will be discussed and posted in the course. The resources to complete these presentations are available through the University’s LMS.**

* 1. **Annotated Bibliography – Instructional Method (20 points) – Presentation Teams**

This may be a group assignment. Each team will develop an annotated bibliography outlining the background and current research regarding the chosen instructional strategy. The annotated bibliography is to be submitted in APA format and must include a minimum **of 10 resources.** For the 10 sources, at least 50 % or 5 of the sources should come from academic resources (books, academic expert web sites, or journals). The rest of the sources can be from web sites, videos, academic sources, social media, etc. The resource and annotation should be referenced in APA format and will be defined with 1-2 paragraphs per item.

In general, a bibliography is a list of sources (books, journals, web sites, videos, etc.) that you will compile to help you research your topic.

Information to include in the annotation:

* A summary of its content
* The purpose of the work – significance to the teaching method
* What type of audience the work is written for
* The relevance of the work to the topic
* Any special features about the material
* The strengths, weaknesses, or biases in the material
* Provide supporting information on how the instructor or facilitator would incorporate the strategy into the teaching/learning process.

### Participation/Online Activities/Discussion Forum (10 points)

Participate in all class discussions and online activities. You will need to respond to a majority of weekly questions and discussions. Overall, discussions will be graded based upon the quantity and quality of the discussions posted as determined by the instructor. More information to follow in Canvas.

* 1. **Teaching Perspectives Inventory /Reflection (20 points) - Individual**

After developing your own teaching philosophy, you will take the TPI (Teaching Perspectives Inventory). The TPI is accessible and cost-free on the Web at [www.TeachingPerspectives.com](http://www.TeachingPerspectives.com) Complete the 45 TPI items, and provide a reflection on the results in terms of the following:

* An evaluation of your own teaching skills and style
* Your personal beliefs and values about teaching
* What actions, intentions and beliefs are part of your profile

This reflection should be in APA format (12 point font, Times Roman) with references and should be a minimum of 2 to 3 pages (double-spaced) - approximately 1000 words. You do not need a title page.

### Evaluation of Assignments:

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| --- | --- |
| **Assignment** | **Points** |
| Teaching Methods Presentation | **30** |
| Annotated Bibliography | **20** |
| Teaching Philosophy | **20** |
| Teaching Perspective Inventory /Reflection | **20** |
| Participation (online discussions and activities) | **10** |
| **Total Points** | **100** |

The following grading scale will be used:

90% - 100% / 90-100 points = A

80% - 89% / 80-89 points = B

70% - 79% / 70-79 points = C

60% - 69% / 60-69 points = D

Below 60% / Below 60 points = F

### Class Policy Statements:

* 1. **Absences/Inactivity in Class** - You are expected to participate regularly in the weekly course discussions and readings, including an ad hoc exercises and requirements as scheduled. Login access is regularly monitored. It is your responsibility to contact me if assignment deadlines are not met and responsible for initiating arrangements for missed work. Attendance and participation in the online discussions will affect your grade, as this is graduate learning course. Your participation is part of the course design and is directly correlated to academic success. **THIS IS NOT A SELF-PACED COURSE and requires participation weekly. If you cannot participate regularly, please consider another course.**

Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays.

**Students who wish to have an excused absence from this class for any other reason**

***must contact the instructor in advance of the absence* to request permission**. If

feasible, the student must notify the instructor prior to the occurrence of any excused

### absences, but in no case shall such notification occur more than one week after the absence.

Appropriate documentation for all excused absences is required. Please see the [Student](http://www.auburn.edu/student_info/student_policies/) [Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) for more information on excused absences.

### Late/Make-up Assignments:

**Students may turn in assignments up to a week after the due date and not be penalized except for the Presentations. After the one-week grace period, late assignments may not be accepted.** A student who has an **excused absence or illness** will have the opportunity to earn credit for any missed assignments that are submitted late. Assignments turned in late due to a documented excused absence will be graded as initially assigned.

In some cases, there will be a make-up assignment required in addition to the regular assignment.

Again, appropriate documentation for all excused absences is required. Please see the [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) for more information on excused absences.

### Team Assignments

Team assignments receive grades based on group and individual work. It is possible that unsatisfactory participation in team assignments will result in a lower participation grade or a lower grade on the team assignment itself. You may be called upon to evaluate your own or your team members' performance on group assignments.

* 1. **Accommodations:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT). Please visit their web site at: <http://accessibility.auburn.edu/>
  2. The [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) rules and regulations pertaining to **Academic Honesty** will apply to this class. All coursework should be properly cited using APA format. Coursework from other classes cannot be used unless FIRST discussed with the professor and substantially revised or updated for the class.
  3. **Professional Classroom Behavior:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:
     + Engage in responsible and ethical professional practices
     + Contribute to collaborative learning communities
     + Demonstrate a commitment to diversity
     + Model and nurture intellectual vitality

These behaviors are especially important in terms of our graduate classroom and online discussions.