

Academy Syllabus - All Courses

Session 06-DEC17

Study (Short Courses), **Apply** (Project Cycle), and **Connect** (Collaboration and Mentoring)

See "Digital Technology Learning Modules" document for Study details

WEEK 1

About 8-10 hours

STUDY: Orientation/Roadmap

About 2-3 hours

Activity 1A: Read the Orientation Guide and Welcome/Roadmap

Activity 1B: Scan through all the pages in the learning platform to get familiar with the organization of instruction, activities, and assignments.

Activity 1C: (optional): Start working through Short Course A (details listed in Week 2 STUDY)

APPLY: Professional Readiness: Your Career SWOT*

About 3-4 hours

* Analysis of Strengths, Weaknesses, Opportunities, Threats

Activity 1D: Download Professional Reflections (PR) template

Activity 1E: Explore the Career SWOT resources and download SWOT template

Assignment 1.1: Add the SWOT and this week's insights* to your Professional Reflections document and post to the Discussion Board for feedback

Competencies assessed

PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.

PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 3 hours

Activity 1F: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Assignment 1.2: Introduce yourself in Discussion Board and read and comment on peer introductions

Competencies assessed

PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.

PF4 **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.

PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 2

** Technology Instruction can be completed at a learner's own pace **

About 8-10 hours

STUDY: Short Course A - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 2A: Complete at your own pace, via the Coursera platform

Share Short Course observations in your weekly Professional Reflections submission.

APPLY: The Project Template, Client, and Partners

About 1.5 hours

Activity 2B: Download the Project Cycle Guide and Template and read the 'Preliminaries' section of the Project Cycle Guide.

Activity 2C: Explore the Project Pool

Assignment 2.1: Review project ideas*, add to your Project Template and post to the Discussion Board for feedback

Competencies assessed

PF2 Problem Solving and Decision Making: Acknowledges multiple approaches, synthesizing perspectives, and acknowledging context.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 2D: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 2E: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

PF3 Communication and Writing: Communicates verbally and in writing well enough to be understood.

PF4 Interpersonal skills: Demonstrates skills for working with others from diverse backgrounds.

PF8 Continuous Learning: Demonstrates willingness to learn and apply new knowledge and skills.

Assignment 2.2: Create or enhance your LinkedIn profile and share your URL to the discussion board.

Competencies assessed

PF3 Communication and Writing: Communicates verbally and in writing well enough to be understood.

PF4 Interpersonal skills: Demonstrates skills for working with others from diverse backgrounds.

PF8 Continuous Learning: Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 3

*** Technology Instruction can be completed at a learner's own pace ***

About 8-10 hours

STUDY: Short Course B - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 3A: Complete at your own pace, via the Coursera platform

Share Short Course observations in your weekly Professional Reflections submission.

APPLY: Choose Project Client and Partners

About 1.5 hours

Activity 3B: Read "Ready, Steady, Go" in the Project Cycle Guide

Assignment 3.1: Add Project Client and Partners* to your Project Template and post to the Discussion Board for feedback

Competencies assessed

PF4 Professionalism and Reliability: Maintains a professional demeanor and displays responsible behavior.

PF5 Interpersonal Skills: Demonstrates skills for working with others from diverse backgrounds.

Assignment 3.2: Add this week's insights* to your Professional Reflections document and post to the Discussion Board for feedback

Competencies assessed

PF3 Communication & Writing: Communicates verbally and in writing well enough to be understood.

PF8 Continuous Learning: Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 3C: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 3D: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

PF3 Communication and Writing: Communicates verbally and in writing well enough to be understood.

PF4 **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.

PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 4

*** Technology Instruction can be completed at a learner's own pace ***

About 8-10 hours

STUDY: Short Course C - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 4A: Complete at your own pace, via the Coursera platform

Share Short Course observations in your weekly Professional Reflections submission.

APPLY: Project Phase A - Analyze and Define

About 1.5 hours

Activity 4B: Read "Project Cycle Phase A" in the Project Cycle Guide

Assignment 4.1: Add Phase A work to your Project Template and post to the Discussion Board for feedback

Competencies assessed

PF1 **Critical and Analytical Thinking:** Uses logic, reasoning, and analysis to address problems.

PJ1 **Problem Analysis:** Presents sufficient and appropriate data/information. Analyzes data/information for accuracy, relevance and validity.

PJ2 **Problem Clarification:** Identifies most or all key issues and/or problems. Details problem with clear scope and output definitions.

Assignment 4.2: Add this week's insights* to your Professional Reflections document and post to the Group Discussion Board for feedback

Competencies assessed

PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.

PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 4C: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 4D: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.

PF4 **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.

PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 5

*** Technology Instruction can be completed at a learner's own pace ***

About 8-10 hours

STUDY: Short Course D - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 5A: Complete at your own pace, via the Coursera platform

Share Short Course observations in your weekly Professional Reflections submission.

APPLY: Project Phase B - Plan and Prototype

About 1.5 hours

Activity 5B: Read "Project Cycle Phase B" in the Project Cycle Guide

Assignment 5.1: Add Phase B work to your Project Template and post to the Discussion Board for feedback

Competencies assessed

PF6 **Planing and Organizing:** Plans and prioritizes work to manage time effectively and accomplish assigned tasks.

- PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.
- PJ3 **Project Plan:** Plan demonstrates a clear understanding of the project and identified problems. Steps within the plan work cohesively towards resolving problems and within the project scope.
- PJ4 **Prototype Solution:** Prototype demonstrates a strong understanding of project and action plan. Prototype clearly shows how problems are being addressed and can be utilized for the intended project.

Assignment 5.2: Add this week's insights* to your Professional Reflections document and post to the Discussion Board for feedback

Competencies assessed

- PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 5C: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 5D: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

- PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4 **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.
- PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 6

** Technology Instruction can be completed at a learner's own pace **

About 8-10 hours

STUDY: Short Course E or Review - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 6A: Complete at your own pace, via the Coursera platform

Share Short Course observations in your weekly Professional Reflections submission.

APPLY: Project Phase C - Test and Evaluate

About 1.5 hours

Activity 6B: Read "Project Cycle Phase C" in the Project Cycle Guide

Assignment 6.1: Add Phase C work to your Project Template and post to the Discussion Board for feedback

Competencies assessed

- PF3 **Interpersonal Skills and Teamwork:** Works cooperatively with others from diverse backgrounds to complete work assignments.
- PF4 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PJ5 **Testing and Quality Assurance:** Acknowledges multiple approaches to testing. Provided clear direction and accessible testing environment.
- PJ6 **Data Evaluation and Synthesis:** Displays clear understanding of test results.

Assignment 6.2: Add this week's insights* to your Professional Reflections document and upload to the Discussion Board for feedback

Competencies assessed

- PF3 **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF8 **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

Assignment 6.3: Create your Digital Portfolio and share URL on the Discussion Board

Competencies assessed

- PF3 Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4 Interpersonal Skills:** Works cooperatively with others from diverse backgrounds to complete work assignments.
- PF6 Planing and Organizing:** Plans and prioritizes work to manage time effectively and accomplish assigned tasks.
- PF8 Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 6C: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 6D: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

- PF3 Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.
- PF4 Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF8 Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

WEEK 7

*** Technology Instruction can be completed at a learner's own pace ***

About 8-10 hours

STUDY: Review - Digital Technology Learning Modules

About 5-7 hours

See "DIGITAL TECHNOLOGY LEARNING MODULES" document for details

Activity 7A: Review Short Courses as needed

APPLY: Project Phase D - Revise and Evolve

About 1.5 hours

Activity 7B: Read "Project Cycle Phase D" in the Project Cycle Guide

Assignment 7.1: Add Phase D work to your Project Template and post to the Discussion Board for feedback

Competencies assessed

- PF2 Systems Thinking:** Acknowledges multiple approaches, synthesizing perspectives, and acknowledging context.
- PF8 Initiative and Flexibility:** Demonstrates a willingness to work and capability to adapt to new, different, or changing requirements.
- PJ7 Recommendations:** Presents recommendations for revision that are mostly logical, complete, and consistent, and demonstrates some unique or creative insight.

Assignment 7.2: Add this week's insights* to your Professional Reflections document and post to the Discussion Board for feedback

Competencies assessed

- PF3 Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF8 Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Communicate with Peers and Mentors

About 1.5 hours

Activity 7C: Connect with your Mentor and attend at least one Learning Lab and Mentoring Meeting

Activity 7D: Read and incorporate feedback from peers to revise PR for the next iteration

Competencies assessed

- PF3 Communication and Writing:** Communicates verbally and in writing well enough to be understood.
 - PF4 Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.
 - PF8 Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.
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STUDY: Review Short Courses*About 2-3 hours**SEE "TECHNOLOGY INSTRUCTION PER COURSE" FOR DETAILS**Activity 8A: Review Short Courses as needed*

APPLY: Final Project Charter*About 2-3 hours**Assignment 8.1: Finalize complete Project Charter document and upload to the Discussion Board***Competencies assessed**

- PF3* **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4* **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.
- PF8* **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

Assignment 8.2: Add this week's insights to your Professional Reflections document and post complete PR document to the Discussion Board for feedback***Competencies assessed**

- PF3* **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF8* **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

*Assignment 8.3: Share your digital portfolio URL***Competencies assessed**

- PF3* **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4* **Interpersonal Skills and Teamwork:** Works cooperatively with others from diverse backgrounds to complete work assignments.
- PF6* **Planing and Organizing:** Plans and prioritizes work to manage time effectively and accomplish assigned tasks.
- PF8* **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

CONNECT: Wrap-up with Peers and Mentors*About 2 hours**Activity 8B: Connect with your Mentor and attend final Learning Lab and Mentoring Meeting**Activity 8C: Read and incorporate feedback from peers and present final Project Charter and Professional Reflections***Competencies assessed**

- PF3* **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4* **Interpersonal skills:** Demonstrates skills for working with others from diverse backgrounds.
- PF8* **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.

*Assignment 8.4: Prepare and upload "Elevator Pitch" to Discussion Board for feedback***Competencies assessed**

- PF3* **Communication and Writing:** Communicates verbally and in writing well enough to be understood.
- PF4* **Interpersonal Skills and Teamwork:** Works cooperatively with others from diverse backgrounds to complete work assignments.
- PF6* **Planing and Organizing:** Plans and prioritizes work to manage time effectively and accomplish assigned tasks.
- PF8* **Continuous Learning:** Demonstrates willingness to learn and apply new knowledge and skills.
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Activity 8D: *Prepare to attend next Academy Roundtable*

About 2 hours

Prepare Digital Portfolio with Professional Reflection, Project Cycle report, Competencies Report, and Resume.

- *All assignments are expected to be about 1-3 well-crafted paragraphs in length. In addition, learners can upload an audio clip (1 minute or less) or video (can include slides, 1 minute or less).*

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