Diana Gott
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In Partnership with

Ashland University

Professional Development Services
Online Graduate Credit Workshop

Dear Student:

Thank you for your interest in our online professional development graduate credit workshops.

In partnership with Ashland University and Education-to-Go, the Lorain County JVS is proud to offer teachers online workshops earning one or two graduate credits toward licensure renewal. Ashland University provides the graduate credit, Education-to-Go provides the online instruction, and the Lorain County JVS reviews completed course requirements and submits a final grade to Ashland University.

- You should obtain course approval from your local school district prior to enrolling in a workshop.
- Technical problems should be referred to the online Help from your webpage at Education-to-Go.
- Questions regarding Ashland University, registration process, payment of tuition, and graduate credit requirements should be submitted to me.
- Questions regarding online content may be directed to the online instructor.
- Please carefully review the course requirements described in this document and let me know if you have questions.
- **The resource references and final papers/projects will be submitted to Diana Gott at dgott@lcjvs.net**

Best regards,
Diana Gott

P.S. *"Please be aware that soon after you actually begin your ed2go class, you may receive an email message from ed2go announcing that graduate credit is available from either Ashland University or Madonna University.* **You are already enrolled through Ashland University** *and should disregard this message. It is a blanket email message intended for the many students who enroll directly through ed2go's website."*

To earn one graduate credit students must:

To earn the graduate credit students must:

1. Complete and return the attached Ashland University registration form with payment to my attention.
2. Complete all required coursework. We advise students to expect to spend at least four hours per week covering lessons. Your instructor will post a lesson each Wednesday and Friday for six weeks. **Students have an additional two weeks to complete coursework following the Final Exam Due Date.**
   Ashland University required coursework (beyond the ed2go requirements)
   a. Complete all twelve online quizzes with a minimum passing rate of 80% per quiz.
   b. Respond fully to inquiries, questions, or assignments from the class facilitator.
   c. Score an 80 or higher on the online final. Scores below 80 will require a supplemental assignment documenting successful completion of the online curriculum.
   d. Cite two recent professional references that you reviewed as a follow-up to the class information (online references are acceptable). List specific titles, pages, dates, and a one-paragraph summary of the resource information.
   e. Choose one of the following (either a paper or project):
      i. PAPER: Submit 1-2 pages responding fully to the paper requirements. The work must be word-processed, double-spaced, and in 12 pt. font. **This work is due two weeks following the Final Exam Due Date.**
         1. Identify one element of this lesson you found especially interesting and applicable to your education responsibilities.
         2. Describe the impact that you feel this information will have on your students or colleagues.
         3. Outline a plan of implementation noting specific steps, timelines, possible partners, and potential obstacles.
      ii. PROJECT: Submit 1-2 pages responding fully to the listed requirements. The work must be word-processed, double-spaced, and in 12 pt. font. **This work is due two weeks following the Final Exam Due Date.** A 10 slide power point is also acceptable.
         1. Provide a completed project that applies to the content in this workshop.
         2. Use information and examples beyond what was worked on in the workshop (i.e. a multi-page Word document, a completed series of spreadsheets, a 10-slide PowerPoint presentation, a multi-page webpage, etc.).

To earn two graduate credits students must:

1. Complete and return the attached Ashland University registration form with payment to my attention.
2. Complete all required coursework. We advise students to expect to spend at least four hours per week covering lessons. Your online instructor will post a lesson each Wednesday and Friday for six weeks. **Students have an additional two weeks to complete coursework from the Final Exam Due Date.**
   Ashland University required coursework (beyond the ed2go requirements)
   a. Complete all twelve online quizzes with a minimum passing rate of 80% per quiz.
   b. Respond fully to inquiries, questions, or assignments from the Lorain County JVS.
   c. Score an 80 or higher on the online final. Scores below 80 will require a supplemental assignment documenting successful completion of the online curriculum.
   d. Cite four recent professional references that you reviewed as a follow-up to the class information (online references are acceptable). List specific titles, pages, dates, and a one-paragraph summary of the resource information.
   e. PROJECT/PAPER: Choose the Application Paper, the Research Paper or the Project Paper.

Application Paper: Submit four or more pages. The work must be word-processed, double-spaced, and in 12 pt. font. **This work is due two weeks following the Final Exam Due Date.**
1. Include the course title, session date, your name, and your email at the top right corner of the paper.
2. Identify one element of a lesson you found especially interesting and applicable to your current job responsibilities.
3. Describe the impact that you feel this information will have on your students or colleagues.
4. Outline a plan of implementation noting steps, timelines, possible partners, and potential obstacles.

Research Paper: Submit four or more pages and an additional works cited page. The work must be word-processed, double-spaced, and in 12 pt. font. Use MLA or APA style. **This work is due two weeks following the Final Exam Due Date.**
1. Include the course title, session date, your name, and your email.
2. Identify a current topic relevant to the coursework. Conduct a literature review on the topic.
3. You must have at least three references cited that are less than five years old. Describe the current research on the topic and the impact that you feel this information will have on your students or colleagues and or classroom instruction. The three sources must differ from your professional citations listed in professional resource references.

Project Paper: Submit four or more pages. The work must be word-processed, double-spaced, and in 12 pt. font. **This work is due two weeks following the Final Exam Due Date.**

1. Include the course title, session date, your name, and your email at the top right corner of the paper.
2. Provide a completed project that applies to the content in this workshop. Use information and examples beyond what was worked on in the workshop (i.e. a multi-page Word document, a completed series of spreadsheets, a 10-slide PowerPoint presentation, a multi-page webpage, etc.).
3. Outline a plan of implementation noting specific steps, timelines, possible partners, and potential obstacles.
4. Include a sample lesson plan describing specific implementation of the lesson.

How to Register

The registration process is in two parts.

1. The first step is to enroll online to gain access to the online classroom.
   - Start at our online instruction center www.ed2go.com/lcjvsae.
   - Use the search engine to locate the class you wish to take.
   - Click on the 'Enroll Now' button.
   - If you are taking for Ashland credit, choose continue on Ed2go as you will only pay Ashland.
   - The system will walk you through the process of enrolling online, including assigning yourself a password.
   - You will receive an automated confirmation of registration. Please note that the online classes are available for noncredit. The price quoted by the automated ed2go system doesn't provide the cost of tuition for students seeking professional development semester hours. The tuition rate for graduate credit is provided below.

2. The second step is to complete and return to our office the Ashland University registration form by mail with your payment. Please be sure to indicate the start date and course title on the registration form.

   The tuition for graduate one credit workshop is $285. Tuition for graduate two credit workshop is $440. To pay by check, make checks payable to Lorain County JVS and mail it to my attention. To pay by credit card, call or mail credit card information to the Lorain County JVS. Please be sure to include card # and the expiration date.
   - You can make payment by
     1. Calling 440-774-1051, ext. 22254
     2. Faxing your payment information to: 440-776-2070
     3. Mailing your payment to:
        Lorain County JVS
        Adult Career Center
        15181 St. Rt. 58
        Oberlin, OH 44074
     4. Bringing your payment to The Adult Career Center office

Logging into Your Online Classroom

On the first day of class, log into the online classroom, please follow these steps:

- Start at our Online Instruction Center: http://www.ed2go.com/lcjvsae/
- Select Classroom from the menu bar.
- The next screen will ask you to enter the email address and password you identified during your online enrollment. You will also select the start date of your online workshop. Then click on the continue button.
- Select the online classroom you wish to enter.
- The online instructor will post a lesson each Wednesday and Friday for six weeks. Once the instructor has posted the lesson, it is available to you at your convenience.

Requesting an Official Transcript

Ashland University students can view grades and request official transcripts through the Ashland University Web Advisor at http://webadvisor.ashland.edu.

If you have forgotten your AU Username, the quickest way to retrieve it is to go to WebAdvisor. Choose "I'm new to WebAdvisor" in the bottom right of the screen. You will be prompted to enter your last name and social security number OR your AU ID number. DO NOT ENTER BOTH. Click "submit" and you will be provided your AU Username. If you forget your password, click on "What's my password?" in the bottom right corner of the main WebAdvisor page.

Withdrawals and Refunds

If a student finds it necessary to withdraw from a course, the student must contact the Adult Career Center to begin the refund process. A $10 administrative fee is non-refundable, regardless of when you withdraw from any class. The refund policy is as follows after the $10 has been deducted, students withdrawing prior to the third class will receive a 90% refund. NO refunds after the start of the third class.