

Process for Offering an ATM Course

1 Specification of Course Particulars

(Stuck for an idea? Check out the needs section of the MDLP website to see what other schools are looking for.)

- Decide on a course to offer. _____
 - Identify the instructor. _____
 - Determine the course schedule. Rotation: Time:
 every day start time _____
 every other day end time _____
 other _____
 - Determine the course length. Length:
 semester
 trimester
 year
 other _____
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2 Designation of Receiving Sites

- Post the course offering on the MDLP website.
 - Use the bell schedules database to identify schools with similar schedules.
 - Talk to potential receiving sites directly. Don't wait for them to come to you.
Is there a school you already have a relationship with?
Do you know of a school that doesn't have the course you plan to offer?
Is there a school you can offer an exchange of courses to?
 - Tweak the course schedule and time as necessary to accommodate potential receiving sites.
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3 Communication about the Course

- Identify a "point person" for each receiving site.
- Discuss course procedures with receiving sites.
*How will course materials be delivered to remote students (e.g. mail, FAX, email, website)?
If materials will be delivered by FAX, who will physically distribute them to students?*
How will remote students submit assignments (e.g. mail, FAX, email, website)?
How will schedule changes be handled (e.g. in-service days, snow days)?
Will a proctor be required at receiving sites?
Do receiving sites have any special procedures that must be followed?
- Communicate all course prerequisites and expectations regarding students to receiving sites.
- Determine whether the originating site or receiving sites will be purchasing textbooks.

4 Preparation for the Course

- Arrange training for the course instructor.
- Test all ATM equipment at least 2 weeks before the start of class to ensure that it is working properly.
- Schedule a test session with all receiving sites, checking video and audio clarity in each room.
- Verify that receiving sites are enrolling students in the course.
- Verify that receiving sites have textbooks prior to the start of the course.
- Use the scheduler to reserve session dates for the course.
- Send any materials required for the first session to each receiving site (e.g. syllabus, handouts).