

Program Planning for TSMO
Instructor-led On-line Course Syllabus
February – March 2021

Course Material Review

Thursday, February 11 – Friday, February 26, 2021

Students are to review all of Module 1 and Module 2, Lesson 1 of the course material in Moodle.

Module 1. Introduction to Program Planning for TSMO

Lesson 1. Why is TSMO Program Planning Important?

Lesson 2. Why Do You Need to Plan for TSMO?

Lesson 3. The Growth and Current Practice of TSMO Program Planning

Module 2. Key Elements of Program Planning for TSMO

Lesson 1. Strategic Elements of Program Planning for TSMO

Thursday, March 4 – Friday, March 19, 2021

Students are to review Module 2, Lessons 2 & 3 and all of Module 3 of the course material in Moodle.

Module 2. Key Elements of Program Planning for TSMO

Lesson 2. Programmatic Elements of Program Planning for TSMO

Lesson 3. Tactical Elements of Program Planning for TSMO

Module 3. Advancing Program Planning for TSMO for your Agency

Lesson 1. Integrating TSMO into Agency Processes

Lesson 2. Getting Started with TSMO Program Planning

Conference Calls

Wednesday, February 17, 2021, 1:30 – 2:00 PM (ET)

The instructor will introduce the course and let students know what will be expected from them. Students will be able to ask questions about upcoming course workshops and any course material that has been reviewed to date. A link and phone number will be emailed to you prior to the call.

Wednesday, March 3, 2021, 1:30 – 2:30 PM (ET)

If students have any questions about the course material reviewed to date or course workshop #1, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #1. A link and phone number will be emailed to you prior to the call.

Wednesday, March 24, 2021, 1:30 – 2:30 PM (ET)

If students have any questions about the course material reviewed to date or course workshop #2, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #2. A link and phone number will be emailed to you prior to the call.

Course Workshops

Workshop #1:

Saturday, February 27, 2021 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date. **NOTE:** It is very important to post on time so the other students have time to review all postings before they provide required responses.

Tuesday, March 2, 2021 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students will receive a grade for this workshop only if they post their answers to the “Forums” section in Moodle and respond to at least three other student submittals by the above dates.

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Workshop #2:

Saturday, March 20, 2021 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date. **NOTE:** It is very important to post on time so the other students have time to review all postings before they provide required responses.

Tuesday, March 23, 2021 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students will receive a grade for this workshop only if they post their answer to the “Forums” section in Moodle and respond to at least three other student submittals by the above dates.

Final Exam

Wednesday, March 24 – Sunday, March 28, 2021

The final exam will be available through Moodle beginning at 2:30 PM (ET) on Wednesday, March 24 through 11:55 PM (ET), Sunday, March 28, 2021. Students will complete the final exam online through Moodle.

Post-Course Survey

NOTE: To receive course Continuing Education Units (CEUs), students must complete the Post-Course Survey online through Moodle.

Course Grades

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course and receive Continuing Education Units (CEUs).

Final Exam	65%
Course Workshop #1	15%
Course Workshop #2	15%
Completed Survey	5%
	100%