

**Program Planning for TSMO  
Instructor-led On-line Course Syllabus  
September – October, 2018**

**Course Material Review**

**Friday, September 7 – Thursday, September 20, 2018**

Students are recommended to review Module 1 - 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

**Friday, September 21 – Thursday, October 4, 2018**

Students are recommended to review Module 2, Lesson 2 - 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**

**Tuesday, September 11, 2018, 1:00 – 1:30 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. Dial-in information will be posted in Moodle.

**Tuesday, September 25, 2018, 1:00 – 2:00 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. Dial-in information will be posted in Moodle.

**Tuesday, October 9, 2018, 1:00 – 2:00 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. Dial-in information will be posted in Moodle.

**Course Workshops**

**Workshop #1:**

Saturday, September 22, 2018 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Monday, September 24, 2018 - 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.

Answers to Workshop #1 will be available in Moodle on Tuesday, September 25, 2018.

**Workshop #2:**

Saturday, October 6, 2018 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Monday, October 8, 2018 - 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.

Answers to Workshop #2 will be available in Moodle on Tuesday, October 9, 2018.

**Final Exam****Tuesday, October 9 – Saturday, October 13, 2018**

The final exam will be available through Moodle beginning at 2:30 PM (ET) on Tuesday, October 9 through 11:55 PM (ET), Saturday, October 13, 2018. Students will complete the final exam online through Moodle. In order to receive their course Continuing Education Units (CEUs), students will also be required to complete the course evaluation 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%