

**Managing a Corridor
Instructor-led On-line Course Syllabus
May – June, 2020**

Course Material Review

Friday, May 15 – Thursday, May 28, 2020

Students are recommended to review Lessons 1-2 of the course material in Moodle.

Friday, May 29 – Thursday, June 11, 2020

Students are recommended to review Lessons 3-4 of the course material in Moodle.

Conference Calls

Thursday, May 21, 2020, 2:00 – 2:30 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.

Wednesday, June 3, 2020, 2:00 – 3:00 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.

Wednesday, June 17, 2020, 2:00 – 3:00 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, May 30, 2020 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Monday, June 1, 2020 - 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 Wednesday, June 3, 2020.

Workshop #2:

Saturday, June 13, 2020 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Monday, June 15, 2020 - 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 Wednesday, June 17, 2020.

Final Exam**Wednesday, June 17 – Saturday, June 20, 2020**

The final exam will be available through Moodle beginning at 3:30 PM (ET) on Wednesday, June 17 through 11:55 PM (ET), Saturday, June 20, 2020. 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%