**Course Outline for 401**

Tech 401 - Independent Study for Advanced Tech Users

*For all faculty and staff. Prerequisite 300 level Tech course*

**Step 1: Exploring Options**

Before you decide what area you would like to focus on or how you would like to approach your Independent Study, explore the possible topics you could learn more about as well as the different approaches to self-guided learning.

**Assignment: Brainstorming & Background Research**

Create a document and add the following information to your document.

1. Brainstorm a list of technology related topics that you believe could improve your role at the school.
2. Rank your top five topics based on your level of interest.
3. Conduct research to see if there are any outside vendors, professional organizations, or schools that offer professional development that would be relevant to your topics. Compile links to relevant PD opportunities as well as any other resources that you find.
4. Schedule a meeting with the Director of Technology to discuss the options you have found. Upload your document prior to your scheduled meeting.

**Forum: Share Your Ideas**

Once you have completed the Brainstorming portion of Step 1, share your ranked list of topics of interest and the top resources you found including external professional development opportunities. Be sure to search through this Discussion Board for additional resources that your colleagues have discovered in the past!

**Step 2: Making a Plan**

Now that you have decided on the topic and possible avenues for pursuing your Independent Study, you will create a detailed plan.

**Assignment: Goals & Timeline**

Create a document and answer the following questions in your document. Schedule a meeting with your direct supervisor and the Director of Technology to confirm your plan.

**Topic of Study**: *What is the overall topic you will be learning more about?*

**Goals**: *What do you hope to learn from this Independent Study?*

**Products:** *In what demonstrations/products/on-campus PD for colleagues can you imagine this course culminating?*

**Timeline:** *When will you begin your Independent Study? Are there any specific milestones that you can tie to certain dates? When will you finish? When will you share what you’ve learned with colleagues?*

**Resources:** *What resources will you need to complete your Independent Study? Ex: books, professional memberships, conference attendance, registration for courses, software subscription, hardware purchase*

**Budget:** *How much do you estimate your resources will cost?*

**Step 3: Pursue Your Course of Study**

Over the next several weeks or months, you will execute the plan that you created in Step 2. Schedule regular check-in meetings with your direct supervisor or the Director of Technology to discuss your progress and make modifications to your timeline or goals as needed.

**Assignment: Document Your Learning and Progress**

Create a folder and upload any documents that you create as you pursue your course of study. Be sure to compile relevant links, notes from readings, coursework from outside classes, videos of sessions you attend, and other artifacts of learning that you or a colleague might benefit from in the future.

**Step 4: Share Your Learning**

Once you have completed your Independent Study, you will need to share your learning with your colleagues in an appropriate format. This could be leading a faculty PD, recording tutorial videos, teaching a demo lesson, speaking at a conference, or any other method with prior approval from the Director of Technology.

**Assignment: Share Your Learning**

Create a folder and upload any documents that you created to support the method you selected to share your learning with your colleagues. Be sure to include any planning documents or notes in addition to any final products that could be shared with a wider audience.

**Quiz: Reflecting on Your Learning**

1. Mastery of Subject: How do you feel that your Independent Study has improved your content knowledge related to the topic you chose to study?
2. Professional Growth: How did the process of designing your own Independent Study and presenting your findings to colleagues help you grow as a professional?
3. Program Feedback: Please use this space to provide any feedback you would like to share with the Director of Technology regarding your experience with Tech 401- Independent Study for Advanced Tech Users.

**Custom Certificate: Certificate of Completion**

Congratulations! Pursuing Independent Study of an advanced technology topic is no small feat. Here is a certificate that you can keep in your records or proudly display in your classroom/office!