

CareerPLUS+

Facilitator Overview

Role/Purpose	The role of the Micro Course Facilitator is to encourage learner engagement during the micro course, contribute to the development of community in the micro course, provide guard rails in discussion, provide learners with feedback, and respond to learner comments/questions.
Micro Course Length	8 weeks
Time Commitment (Hours)	2-3 hours/week
Load (Clarke faculty) or Pay Equivalent	½ credit load or \$450 (or prorated if minimum enrollment guidelines are not met)
How to Apply	Complete a Facilitator Interest Form

Expectations

- The facilitator must complete all of the items listed in the [Facilitator Checklist](#).
- Check in at least once every 1-2 days to the micro course in Moodle to respond to discussion board posts, generate additional discussion, etc. and/or respond to learner posts within 24-48 hours. It is important for facilitators to monitor whether or not participants are fully answering the discussion prompt questions.
- Respond to student posts on discussion forums and/or messages sent by learners through Quickmail in Moodle.
- Encourage engagement and differing views using the Micro Course facilitator guide
 - Examples: share articles/resources related to discussion, throw out challenges ("how did you show empathy in the past week?")
- The facilitator should create a Welcome video that introduces learners to the micro course in a warm, engaging way. Facilitators can use Moodle or Microsoft Teams to self-record their Welcome video. This video is an opportunity to generate excitement about the topic, provide a brief overview, and relate the topic to the workplace as well as a chance for the facilitator to share what expertise and experience they bring to the micro course. Please include the following items in the Welcome video:
 - About the Facilitator - education credentials/work experience
 - Overview of specific micro course – what learners can expect to gain and how content is relevant to the workplace
 - Person who created the micro course may be different than the facilitator (if applicable)

- Following completion of the micro course, facilitators will be asked by the Institute for Professional Excellence to provide their feedback

Qualifications

- Advanced degree in the relevant skills area OR Five or more years' experience working in the field
- University teaching experience and/or facilitation of learning in a professional setting preferred
- Commitment to the Clarke University and Institute missions
- Must be a resident of Iowa, Illinois, or Wisconsin

Frequently Asked Questions

- **What is a micro course facilitator?**
 - The facilitator is responsible for encouraging learner engagement and contributing to the development of a sense of community during the micro course; providing guard rails for online discussions; providing learners with feedback; responding to learner comments/questions; and arranging a live discussion in the fourth week of the micro course.
- **How is a Micro Course facilitator different than an instructor of a “typical” Clarke course?**
 - There are no graded assignments (auto-graded final assessment only), no deadlines (except for final assessment), and students progress through the micro course at their own pace.
 - Micro course content must be designed with a professional, working adult in mind who can apply content to their workplaces (i.e. micro courses are not traditional, undergraduate courses broken into smaller segments)
- **How do I become a facilitator?**
 - Please complete the [Facilitator Interest Form](#). If you are not currently employed by Clarke, please email your resume/CV to careerplus@clarke.edu.
- **Can I be a facilitator if I do not work at Clarke University?**
 - Yes. Please complete the [Facilitator Interest Form](#).
- **What resources will be provided to me to prepare myself as a CareerPLUS micro course facilitator?**
 - You will be given access to a Micro Course Guide and a Facilitator Guide tailored to the micro course(s) which you have agreed to facilitate. The Micro Course Guide was prepared for facilitators by Helix Education in collaboration with the Subject Matter Expert (SME) who initially designed the micro course. The Facilitator Guide is updated regularly with feedback from facilitators and contains a log of changes made in the course since the initial development of the course. In addition, you will be provided with a Technology Guide that will give you “how to” instructions on topics such as “How to Change Your Email Notification Preferences in Moodle.”
- **Will textbooks be used in a Micro Course?**
 - No. All content is embedded directly into the course.
- **Will I have to build my own course in Moodle?**
 - No. The course will already be built in Moodle for the facilitator.

- **Will these Micro Courses compete with the credit-bearing courses I teach at Clarke?**
 - No. These micro courses are geared toward working professionals.
- **How many Micro Courses are equivalent to a 3-credit course?**
 - 3 micro courses (1 badge) are equivalent to a 3-credit course. (If the learner decides to become a degree-seeking student, they are able to convert badges made up of three designated micro courses to college credit.)
- **Are there a minimum or maximum number of learners allowed in each micro course?**
 - No, there are no minimum or maximum numbers in the initial roll-out of the CareerPLUS program. However, facilitator pay for the micro course will be based on the following enrollment numbers:

Pay Rate/Overload	# Enrolled
\$100	1
\$150	2
\$200	3
\$300	4
\$400	5
\$450	6+

- **Will the micro course be cancelled if no one enrolls? If no one registers for my micro course, will I still receive payment/load?**
 - If no one enrolls in your micro course by the start date of the course, it will be cancelled. If no one registers for a particular micro course, the facilitator will not receive payment/load.
- **What is the competency level that must be met for assessments in the micro course? How many attempts will learners have to complete the assessment at the necessary competency level?**
 - 80%. Unlimited attempts; however, the learner will not be shown the correct answer (only which questions they got wrong).
- **Do facilitators need to create an intro video for the micro course they are facilitating?**
 - Yes. Additional information on this is provided on the [Facilitator Checklist](#).
- **What if I am scheduled to facilitate my micro course over a Clarke University holiday?**
 - Facilitators are still expected to meet the facilitator expectations as outlined above, even over university holidays.
- **Will micro course participants come away from the micro course with any handouts or materials that they can reference after the micro course closes?**

- Yes, a handout will be available within the micro course (in Moodle) that provides a summary of the resources (including hyperlinks) referenced in the micro course.
- **How should I approach following up with micro course participants who are not participating actively in the course?**
 - Micro courses are self-paced, so if you notice that a participant has not logged into Moodle within the first week or two of the micro course, it may just mean that they haven't had time to start working through the course yet. However, it is recommended that you just touch base with them to gently remind them that the course is only open for 8 weeks and that you wanted to check in and make sure that everything was ok. It is important that any outreach done to follow up with micro course participants is done in a way that encourages and supports rather than in a way that comes across as punitive. For example, if a participant is not engaging in the micro course content or hasn't responded fully to the required unit discussion prompt(s), the facilitator could reach out to the participant individually to ask how things are going and/or ask if there's anything they can do to further support their learning.

How to Apply

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