



CareerPLUS Overview & Micro Course Structure

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Terminology

- **Micro Course:** Non-credit-bearing online course in which learners will spend approximately 15 hours engaging with content related to 21st century workforce skills (i.e. soft skills)
- **Unit:** Typically 3-5 Units per micro course
- **Quiz:** Auto-graded assessment at the end of each unit in the micro course, approximately 5-15 questions. Learner must achieve 80% to move on in the course. Unlimited attempts.
- **Learner:** Person enrolled in micro course (not technically a Clarke student unless or until they become a degree-seeking student)
- **Course Author/Subject Matter Expert (SME):** Content expert who (pending funding) work(ed) with instructional designers to develop Micro Course objectives/outcomes, resources/activities/assessments including rubrics
- **Facilitator:** Content expert who encourages learner engagement during the micro course, contributes to development of community in micro course, provides learners with feedback, responds to learner comments/questions, etc.
- **Moodle:** Learning Management System (LMS) where the online micro course will be “housed” and accessed by learners.

CareerPLUS Overview

Please view the [CareerPLUS webpage](#) for an overview of the CareerPLUS program.

Micro Course Features:

- 24-hour access
- Open for 8 weeks
- Self-paced – *unlock next learning unit upon completion of unit assessment/discussion post*
- 15 hours of coursework
- Approximately 3 new micro courses start every month
- Engaging local experts as course facilitators
- Interactive – *online discussion boards, facilitator feedback, optional challenges to apply skills learned*
- No grades; micro course participants demonstrate proficiency with content by successfully completing unit assessments at an 80% competency level
- Aligned with outcomes of a specific Clarke course or Compass course to make it possible to stack micro courses towards an eventual degree
- Aligned to one or more of the 21st Century workforce skills identified as essential by local employers
- 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)

21st Century Workforce Skills

- Critical Thinking
- Communication
- Leadership
- Navigating Change

- Diversity & Inclusion
- Conflict Management
- Data Analysis & Interpretation

Micro Course Structure

Number of Units Per Micro Course

3-5 units per micro course is recommended; the Subject Matter Expert (SME) can decide how many units makes sense within this range for their micro course.

Micro Course Welcome/Overview

The facilitator should post a Welcome video in the Open Forum of the micro course in Moodle that introduces learners to the micro course in a warm, engaging way and shares the facilitator's background and expertise around the micro course topic(s).

Orientation for Micro Course Participants

The Director of the Institute for Professional Excellence has created a general orientation for CareerPLUS micro course participants which will be linked to each micro course. Here is the URL for the online orientation for CareerPLUS learners: <https://www.clarke.edu/careerplus-micro-course-orientation/>

Each Moodle course will have a link to the general micro course orientation (which will be housed on a Clarke external webpage).

Micro Course Navigation

Units within a micro course will be locked so that learners need to complete unit 1 (i.e. go through content, quiz, and discussion forum) before unit 2 opens. Quizzes are auto-graded and Moodle will be set up in such a way that the learner will be able to progress in a self-paced manner throughout the micro course.

Discussion Forums

There will be several different discussion forums available within Moodle where the learner can/should post:

1. (Optional) **Open Forum:** The Open Forum discussion forum is for learners to introduce themselves, make comments or ask questions about unit content, and share other comments/questions/concerns. This discussion forum is open throughout each unit so a learner can post at any time throughout the micro course. Facilitators are encouraged to use this space to get conversations going between learners, issue challenges, connect course content to current events, etc.
2. (Required) **Discussion Prompt:** One forum is for unit content-based discussion prompt at the end of each unit. The learner is required to post on this discussion forum to move on to the next unit.
 - Learners are required to respond to the final discussion prompt at the end of each unit (even if they post earlier on in the unit)
 - This Discussion Prompt discussion forum will open up/be available only after the learner achieves 80% competency on the unit quiz.

Facilitators can request that learners post to the discussion forum using video or text. However, facilitators cannot require learners to post a video in case they don't have access to a webcam/microphone input.

Please note that posts to any of these discussion forums will be visible by the facilitator and all of the micro course participants.

Discussion Guidelines

Consistent discussion guidelines shall be applied across all micro courses so learners know what to expect. Discussion forum guidelines for the learners include the following:

1. You will be required to post on the discussion forum at least once per unit; however, you are not limited to the number of times you post to the discussion forum during each of the units.
2. A minimum number of words is not required for your posts; however, it is important to answer the discussion prompt completely.
3. Names and other personally identifying information should be avoided when discussing sensitive topics on the micro course discussion forum.
4. Professional, courteous discussion is expected at all times on the discussion forum.
5. In addition to posting responses to the discussion forum prompts, you are encouraged to utilize the discussion forum to ask your micro course facilitator and others in the micro course for feedback or advice.
6. You may be asked to elaborate, expand upon, or update your post in order to promote learning, sharing, and a sense of community in the micro course.
7. The facilitator will respond to your post within 24-48 hours.
8. You are encouraged to respond to other learners' posts.

Quizzes/Assessments

- All quizzes/assessments in the micro course are auto-graded (multiple choice, T/F, matching, etc.) in Moodle, to provide immediate feedback to learners and reduce facilitator grading load.
- All quizzes/assessments are untimed.
- "Open book" is allowed.
- Quizzes after each unit in the micro course are required. Each quiz should have between 5-15 questions (10 is recommended, if possible). Learners will need to reach 80% or higher on the quiz to be able to unlock the next unit (after also posting at least once on the discussion forum during that unit). Learners will be given unlimited attempts to complete the quiz to achieve 80% competency.
- If the learner does not meet 80% competency in the quiz, the learner will be able to see the questions they got wrong, but not the correct answer. Learners may choose to reach out to the facilitator to get the correct answer if they can't find information in the content.
- None of the micro courses have a final cumulative assessment (as of April 2022).
- On the [Micro Course Orientation](#) for learners, it states: "You will be able to see the question(s) you got wrong, but not the correct answer. If after achieving 80% proficiency on your quiz you are not able to figure out the correct answer by reviewing the micro course content, you may contact your facilitator using the Quickmail functionality to inquire about the correct answer to the question(s) you got wrong." Instructions for how facilitators can review the quiz responses are available [here](#).

Feedback Survey

A brief survey will be linked into Moodle at the end of each micro course for learners to fill out to give feedback on their experience with the micro course and the CareerPLUS program.

Certificate of Completion

A personalized certificate of completion will be issued to the learner automatically (via Entrinsik Enrole) upon successful completion of each micro course.

To earn a certificate of completion, the learner must achieve at least 80% proficiency on all unit quizzes (and on the final assessment, if one is given), as well as complete the learner survey at the end of the micro course.

Badges

After a learners successfully complete a badge, they will be notified via email that they can retrieve their digital badge in Badgr. Badges will be deployed within 30 days of when the learner earns the badge (or sooner upon request).