LEARNER EXPECTATIONS
UNFACILITATED MODULES

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1. Introduction

Welcome to the Skills Enhancement for Health Surveillance Program!

For some of you, it may be a while since you were a learner. For some, distance learning is a whole new experience. To help make the most of this experience, our Learner Expectations for Facilitated sessions guide will help prepare to be an online learner. In this guide you will find:
- ➢ An outline of the components of the learning modules
- ➢ Learner requirements and expectations
- ➢ Timelines to keep you on track
- ➢ Instructions on how to use the Bulletin Board
- ➢ Helpful Hints

The course of study begins with a mandatory **Orientation Module,** which must be completed before you begin the first module. If you have previously completed the Orientation Module you may choose to review it as a refresher. If this is your first experience with the Skills Enhancement modules, you must complete the Orientation Module before doing anything else. This module introduces you to the online learning technology (WebCT environment) and the Skills Enhancement for Health Surveillance modules. It includes brief, but necessary tutorials that will give you the basics you need to get the most from this program. It may take 1-2 hours to complete the orientation module.

The Skills Enhancement for Health Surveillance modules all have common components

WebCT is an environment that allows you to learn and interact with your peers. It integrates websites that will be valuable to you throughout your career in public health. Don't be intimidated!

WebCT mail is an email system within the Skills Enhancement modules. You can communicate as you would by regular email with other learners.

The **Pre-test*** helps you to think about the material to be presented in the module. This provides a check of your knowledge before you start the course. The Pre-test must be completed before you can access the contents of the module.

Each Lesson contains course material and is presented, as sections pertaining to a specific topic, like chapters in a book. Within the lesson you will find varied methodologies (e.g. web-links, definitions, interviews) to provide theory and practice. Lessons have **Learning Exercises, Bulletin Board Discussion Activities and Self-Assessments**.

Learning Exercises are activities related to the content presented within the module. These exercises are prepared as you would any document or "paper". In <u>facilitated</u> sessions the exercise's are submitted for grading. In <u>unfacilitated</u> sessions the exercises are more reflective in nature and are therefore not graded. <u>Note: not all lessons have learning exercises.</u>

Bulletin Board Discussion Activities are an opportunity to chat with other learners. This asynchronous computer conferencing is a computer-mediated messaging system, which enables participants to post text-based messages in a common discussion area. It is called a Bulletin Board because it functions in a similar way to a conventional bulletin board. Messages can be posted for others to see and respond to.

The **Post-test*** will enable you to evaluate your knowledge of the instructional material after you have completed the module.

Following each lesson you will be able to complete a **Self Assessment*** to evaluate your understanding of the subject matter presented within each lesson. You do not have to submit your Self Assessment.

*You will receive automatic feedback from your performance on the Pre-test, Post-test, and all Self Assessments

Remember you are part of a TEAM for this learning experience-chat with other learners on the Bulletin Board or on WebCT mail!

2. Learner Requirements - Unfacilitated

In order to participate in an unfacilitated module, you will need to do the following. *Here is a handy checklist to help you keep track of the requirements for your session:*

Requirement	Complete?
✓ Complete the Orientation module before you start (if this is the first time you are taking tutorial a Skills Enhancement module).	
✓ Work within the 8-week timelines (see timelines for each module on pages 6-10).	
✓ Complete the pre-test.	
✓ Complete the post-test.	
✓ Complete the evaluation form.	

3. Learner Expectations

BE REALISTIC. Make sure that you have the time, energy and resources to participate in the Module. Follow the timelines provided. (See section 4).

Learn to use the WebCT MAIL and the BULLETIN BOARD. <u>Communication is vital</u> in a distance environment. These are the two main modes of communication for learners

READ YOUR COMMUNICATIONS and respond to correspondence promptly and courteously.

Pay attention to the TIMELINES. In this way you can pace yourself through the modules and move along with your team.

REFLECT on how you will use each of the lessons in your work. Share these ideas with other learners through the BULLETIN BOARD and WebCT MAIL to build a community of learners across Canada. This is an exciting opportunity to network and create linkages with others front line public health professionals across Canada!

COMPLETE the Self Assessment at the end of each lesson as a way to review what you have learned.

4. Timelines

These timelines are a guide to help you pace yourself and stay on track so you will complete the module within the 8-week period. You may wish to print a copy of the module timeline and use it to keep track of your progress.

One of the great things about distance education is that you can work *where* you want, *when* you want, and you can work *at your own pace*. Although you may feel like the "lone ranger" in cyberspace while you work through the module, remember there are other learners who are doing the module at the same time as you. An important part of learning is discussion other learners. Everyone working within the same timelines helps to enrich the Bulletin Board Discussion Activities. It's hard (if not impossible) to join the Bulleting Board discussions if you have not yet read the lesson material. It is also difficult to get the most out of the discussion if you are too far ahead of your peers.

4.1 Module 1 – Basic Epidemiological Concepts - Time Lines

Time Period	Activities to be Completed	Estimated # of hours	Keeping you on track
1-2 weeks before	Check for access to the website. Be sure to complete the Orientation module prior to starting Module 1!! **Note**: You will have access to Module 1 on the start date of the session.		Go to the module website and check to make sure you can access all parts of the site. If you have technology problems call the help desk (1-866-432-8545) or send an e-mail to studenthelp@bcit.ca.
In week 1	Complete the Pre-test Begin to read Lesson #1	1-2 hours	The Pre-test must be completed before you can access the rest of the module
In week 2	Continue Lesson # 1 Bulletin Board Activity: Introduction to Epidemiology Learning Exercise: The Meaning of Epidemiology	5-6 hours	Introduce yourself on the Bulletin Board
In week 3	Complete Lesson # 2 Bulletin Board Activity: Waterborne Outbreaks	4-5 hours	Note: There is no Learning Exercise in this lesson.
In week 4	Complete Lesson # 3 Learning Exercise: Natural History of Disease Bulletin Board Activity: Upstream/Downstream	5-6 hours	Don't forget to post on the Bulletin Board and respond to the postings made by fellow learners.
In weeks 5-6	Complete Lesson # 4 Bulletin Board Activity: Surveillance and Public Health	5-6 hours	If time permits, explore the varied web links and bookmark these…you will use them again!

	Learning Exercise: Cancer Surveillance		
In week 7	Complete Lesson # 5 Bulletin Board Activity: Value of Immunization Learning Exercise: Ethical Dilemma	5-6 hours	This lesson requires you stop and think, make sure you allow the full 5-6 hours to read all the materials and time to ponder on the Bulletin Board activity and Learning Exercise.
In week 8	Complete the Post-test and survey.	1 hour	Don't forget to complete the survey!
Total		26-32 hours.	

4.2   Module 2 - Measurement of Health Status - Time Lines

Time Period	Activities to be Completed	Estimated # of hours	Keeping you on track
1 week before	Check for access to the website. Review Orientation Module.	1	If you experience technology problems call the helpdesk 1-866-432-8545 or send e-mail to studenthelp@bcit.ca.
In week 1	Complete Pre-test Begin Lesson #1 Bulletin Board Activity: Applying Epidemiology in your work	1-2	Pre-test must be completed before you can access the rest of the module.
In weeks 2-4	Complete Lesson #1 Learning Exercise: Demographics in your Region Learning Exercise: Breast Cancer Rates Learning Exercise: Mortality Statistics Learning Exercise: Health Indicators	12-14 hours	Bookmark the websites, you will use these again. If you find a shortcut, let the other learners know on the Bulletin Board
In weeks 5-6	Complete Lesson #2 Learning Exercise: Comparing Cancer Rates Bulletin Board Activity: Sources of Health Information Learning Exercise: Statistics Canada, Community Profiles	10-12 hours	Give yourself plenty of time to find all the data for the Learning Exercises in this lesson. Don't forget to post

			and respond on the Bulletin Board
In week 7	Complete Lesson #3 Bulletin Board Activity: Summarizing and Communicating Data Learning Exercise: State of Health in Your Region	8-10 hours	Don't forget to post and respond on the Bulletin Board
In week 8	Complete the Post-test and survey.	1 hour	Don't forget to complete the survey!
	Total	33-40 hours	

4.3   Module 3 - Descriptive Epidemiologic Methods - Time Lines

Time Period	Activities to be completed	Estimated # of hours	Keeping you on track
One week before	Check for access to the website Complete or review Orientation Module	1 hour	If you have technology problems call the help desk (1-866-432-8545) or email studenthelp@bcit.ca.
In week 1	Complete Pre-test Begin Lesson #1	3 hours	Pre-test must be completed before you can access the rest of the module
In weeks 2-3	Complete Lesson #1 Learning Exercise: Study Review and Design	6-7 hours	Don't forget to post on the Bulletin Board and respond to the postings made by fellow learners.
In weeks 4-5	Complete Lesson #2 Learning Exercise: Descriptive Epidemiology Concepts Bulletin Board Activity: Function of Epidemiological Studies in the Workplace.	6-7 hours	Don't forget to post on the Bulletin Board and respond to the postings made by fellow learners.
In weeks 6-7	Complete Lesson #3 Bulletin Board Activity: Putting the Knowledge to Use!	8-9 hours	Note: There is no Learning Exercise with this lesson!
In week 8	Complete the Post-test and survey.	1 hour	Don't forget to complete the survey!
Total		*25-28 hours.*	

5. Tips on using the Bulletin Board

The Bulletin Board Discussion Activity provides you with a unique opportunity to share ideas and experiences on contemporary public health practice with fellow public health practitioners across the country.

The discussion is between all learners in the session. All learners have access to the Bulletin Board postings. **In unfacilitated sessions, the Bulletin Board is not moderated.**

Bulletin Board postings may be your reaction to the scenario or your description of a relevant activity in public health related to the principles presented in the module lesson. You can add a comment to the points raised by colleagues or provide some illustration from your own experience or context. Differing points of view are encouraged; a number of the Bulletin Board topics lend themselves to the pros and cons on a topic.

Responses must provide an overall thought and be more than one sentence.

6. Helpful Hints

1. It is suggested you visit the Bulletin Board and WebCT Mail regularly. These are the ways that other learners will communicate with you. Postings to any part of the Bulletin Board are open to everyone. Use the "Reply Privately" option to restrict your response to only the person who wrote the entry to which you're responding.

2. WebCT Mail message are only seen by those people who you select the message to be sent to (much like your regular email). The 'Notes' section, called the 'Café', will be the casual 'meeting place' for you and other learners to meet and get to know one another outside of the 'classroom'.

3. The rest of the Bulletin Board is devoted to 'Activities' designed to promote discussion. Each Activity has its own folder. This details the activity you are expected to respond to. "Reply" to this entry for your initial response to each activity. When it's organized this way, the discussion is much simpler to follow.

4. The Bulletin Board is a unique opportunity for you to communicate and share your knowledge and experiences with your team members from across Canada. Your facilitator will encourage discussions as needed, but most of the discussion will be from you and your fellow learners. Remember – we're missing out if you don't speak up!

7. Technical Tips

If you have technology problems call the help desk (1-866-432-8545) or send an email to studenthelp@bcit.ca.

To avoid losing material on your computer, use your word processor (e.g., WordPerfect, MS Word, etc.) to prepare text answers for Bulletin Board Activities or Learning Exercises. For Bulletin Board Activities, you can simply cut and paste from your word processor.

To COPY and PASTE on the Bulletin Board:

A) To select or highlight the text click your cursor to the left of the beginning of the material you want to copy. Hold the mouse button down while you run your cursor to the end of the material you want to copy.

B) Release the mouse button. EITHER go to the drop-down Edit menu at the top of the screen, and click on "COPY"; OR press CTRL key and "c" key together. Both actions will copy the selected text to a memory called a clipboard.

C) Now go to the response form in the Bulletin Board or Learning Exercise. Click your cursor in the space where you want to put your answer. Then EITHER go to the drop-down Edit menu and click "PASTE," OR just press the CTRL key and the "v" key together. The copied material will be pasted into the new space.