

SESC Southern Education Service Cooperative
Handle With Care 3.0

Course Title and Number: Handle With Care 3.0

Course Number (CRN): 40125

Section Number: 30 E

Semester: Summer 2021

Credit Hours: 3

Instructors of Record:

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Credit Related Questions:

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Program Manager
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Delivery Format:

1. This course is provided in a partnership with the Handle With Care Conference. Registration for the conference and attendance at their virtual events are required. The fee for the Handle With Care conference is separate from this course.
2. Choose 8 of a series of online presentations on Wednesdays from 3:00 PM to 4:30 PM between December 16, 2020 and **June 16, 2021**. If you register for specific workshops of the Handle with Care conference, you will have access to the recording for a time period to be determined by the Handle with Care Conference organizers. Keep in mind that a recording will only be available if the presenter gives permission. We cannot guarantee that all presenters will make their recording available, however, almost all do.
3. All webinars will be provided through the Handle With Care conference series found here: <http://handlewithcarewv.org/2020-virtual-conference.php>
4. Other assignments are listed below. Google Classroom will be used for turning in assignments.

Participants MUST have a Gmail account (which is free) to use Google Classroom. The classroom code for this course is: **dxodpay**

The course invite link is: <https://classroom.google.com/c/Mjc1NzUwOTI3MTIz?cjc=dxodpay>

Schedule:

Online presentations will be December 16, 2020 through June 16, 2021 for 90 minutes.
Follow up assignments will be “on your own.” See syllabus for due dates on specific assignments.

Location:

On-line

Grading Policy:

P = Pass

F= Fail

Training Objectives:

1. Provide participants with information and resources related to abuse and neglect and trauma.
2. Provide participants with the skills to help students thrive regardless of abuse and neglect, substance use/abuse in the home, domestic violence and other traumatic concerns.
3. Participants will plan and implement two resources from the sessions provided.

Registration Deadline: Send completed form and payment of \$99 to Concord **no later than June 1, 2021.**

Provide payment by either Check or Credit Card.

If paying by Check, make check payable to: CU Research and Development Corp.

Submit Registration Form and Payment to:

CU Extended Learning

Attn: Dr. David Campbell

P.O. Box 1000

Campus Box F-77

Athens, WV 24712

How and When to Submit Assignments

1. You will be enrolled in the **Summer 1 Term 2021** semester. Grades will be available on your transcript on or after **July 5, 2021.**

2. **Note due dates on each assignment.**

3. Assignments will be posted and submitted through Google Classroom.

The code for this course is: **dxodpay**

The invite link for the course is: <https://classroom.google.com/c/Mjc1NzUwOTI3MTIz?cjc=dxodpay>

Assignments/Training Expectations

Participants are expected to participate in all assigned tasks and assigned activities.

1. Watch a short YouTube video on how to use *Google Classroom*. Note: If you are already familiar with using *Google Classroom*, you do not need to watch this video, however, complete the form below. *Google Classroom* video: <https://www.youtube.com/watch?v=qSxNLaWm74g>

Complete this form <https://forms.gle/ac7NSN9eDZFnmbrN7>

DUE: This assignment is due no later than May 2, 2020.

2. Share the link to the conference <http://handlewithcarewv.org/2020-virtual-conference.php> on social media (any app or platform) with a comment about why you are participating in the conference, or what you have gained from participating in the sessions. Use the hashtag #handlewithcare. This social media share can be on a personal or professional social media account.

Submit – Screenshot of your social media post.

DUE: This assignment is due no later than May 2, 2021, preferably as soon as possible.

3. Watch and participate in 8 of the [Handle With Care Conference](#) sessions between December 16, 2020 and June 16, 2021. **NOTE that the Handle with Care conference has 2 additional sessions (June 23 and June 30), however, due to the Concord Summer semester dates, those 2 sessions cannot be included because they are after the date set for when grades are due.** The conference sessions are 90 minute sessions via video conference each Wednesday at 3PM.

Keep in mind that you must be registered for the workshop session that you summarize through the Handle With Care Conference and that previously submitted summaries from previous graduate classes will not be accepted.

Write a one (1) page summary of the content of **EACH** webinar in which you participate.

Include:

- Your name, your county, your school or organization, grade(s) you instruct or provide service.
- The date of the session
- The name of the presenter
- The major points of the presentation
- What stood out to you
- How you can use this information in your role as a teacher, nurse, counselor, administrator or other.

Submit eight original (8) one-page documents, each being a 1 page summary of each session you participated in. This assignment will be listed in the Google Classroom as Assignments 3.1 through 3.8.

Due: 3.1 - 3.4 are due by May 23, 2021.

3.5 – 3.8 are due no later than midnight June 20, 2021.

However, please turn in as you have them completed.

4. Choose two (2) of your one (1) page summaries from Assignment #3 to share with five (5) or more colleagues.

Submit a photo or screenshot showing how you shared each of the summaries with your colleagues.

This assignment will be listed in the Google Classroom as Assignments 4.1 and 4.2.

Due: 4.1 is due no later than May 30, 2021.

4.2 is due no later than June 20, 2021.

However, please turn in as you have them completed.

5. Each webinar will highlight tools or resources. These tools can be found at <http://www.handlewithcarewv.org/2020-virtual-conference-toolbox.php> Choose **two (2) separate tools/resources** from **two (2) separate webinars** to implement. (Keep in mind that there will likely not be enough time to implement a resource from the later sessions when planning how to complete your assignments) **NOTE:** Some resources or methods are shared or described by the presenter that are different than what is in that day's tool box. You can use any of these tools, but note that in your assignment.

Create a Plan to implement the resource or tool.

The plan should include:

- Your name, your county, your school or organization, grade(s) you instruct or provide service.
- The webinar date
- The resource/tool you plan to implement and brief description of the tool.
- A description of how you plan to implement the resource/tool.

Submit two (2) plans, one from each of the two resources you choose to implement. This assignment will be listed in the Google Classroom as Assignments 5.1 and 5.2.

Due: 5.1 is due no later than May 30, 2021.

5.2 is due no later than June 13, 2021.

However, please turn in as you have them completed

6. **Implement** the plans from Assignment #5.

Write a one (1) page report for each tool describing how the tool or resource was implemented.

Include:

- Your name, your county, your school or organization, grade(s) you instruct or provide service.
- The name of the tool or resource
- Link to resource, if applicable
- How you implemented this tool or resource
- Results of the implementation
- How you plan to further use this resource/tool in your role, if you choose to do so
- A photo showing your implementation

Submit two (2), one (1) page summaries for each resource/tool. This assignment will be listed in the Google Classroom at Assignments 6.1 and 6.2.

Due: Both are due no later than June 13, 2021. However, please turn in as you have them completed

7. **Share information** from one (1) of the resources or tools you Planned and Implemented from Assignments #5 and #6. This can be done in person if that can be done safely, or through a video or audio conference. Choose one (1) of the two resources that you implemented in Assignments #5 and #6, choose 1 to share with at least 5 friends or colleagues. Use this form <https://forms.gle/yDB25M6sWA11ysbR7> for your participants to sign in and provide a brief evaluation. You will share your summaries related to this tool/resource from Assignments #5 and #6 with the participants and prepare a video presentation using a PowerPoint, or similar tool. The PowerPoint presentation will include and highlight what you learned and how you used the information you learned. Allow 15-30 minutes for discussion and questions.

Your presentation should include:

- Your name, school or district, title
- Photo of yourself is encouraged, but optional
- Date, name and description of the tool/resource that you are highlighting
- How you implemented the resource/tool
- Results of the implementation.
- How you plan to further use this resource/tool in your role.
- Photos with descriptions are encouraged.

If you don't have the capacity to do a video conference, email your presentation to the participants and hold an audio conference while they view the contents of your visual presentation.

Submit

A. Your invitation to the presentation. This could be by email, flyer, social media, etc. Screenshots are acceptable.

B. Your PowerPoint or similar document

C. A one page summary of the presentation to include your name, the date of your presentation, number of participants, brief description of the participants (teachers, parents, administrators, etc) and a summary (not a transcript) of the reactions and discussion.

D. Sign in/Evaluation from participants (use <https://forms.gle/b5rS6fCX3ApKfeHw9> for sign in and evaluation form)

Due: This assignment is due no later than June 13, 2021.

FAQ's:

Q: What is this course used for:

A: Historically, these courses have been used for renewal of teaching certificates and for advance salary classification. It may not be used to meet requirements for a graduate degree at Concord University. Concord University has no official capacity in recertification or salary advancement.

Q: Who do I contact if I have questions?

A: If you have course related questions, contact the instructor of record. If you have process or course credit related questions contact the programs manager (contact information provided above).

Q: What do I need to do to receive the non-degree graduate credit for this course?

A: You will need to complete a Professional Development Course Registration form and submit it at the training location.

Q: When will official documentation (transcript) of course credit be available?

A: Your transcripts will be available on or after **July 5, 2021**. Official transcripts for licensure, certification, or permit renewal with the WVDE can be requested through www.getmytranscript.com All others requesting transcripts, need to email CU Registrar's office at registrar@concord.edu or call 304-384-5237.

Training Requirements/Procedures:

- Full attendance is expected. This training is a conference based experience. Therefore, complete attendance (i.e. no coming late or leaving early) is required at all meetings. Full participation is required to receive a final grade.
- This training syllabus is subject to modification and change based on the needs of the instructor, participants, or at the facilitator's discretion. If you as a learner need a "reasonable" modification, please let the facilitator know in advance.

Statement of Non-Discrimination:

Concord University admits students of any race, color, sex, religion, and national or ethnic origin, and does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified in federal and state laws and regulations.