Course Title and Number: Handle With Care 1.0
Course Number (CRN): 10775
Section Number: 30E

Credit Hours: 3

Instructor of Record:
Name: Selina Vickers MA, LSW
Office: 214 N. Kanawha St, Beckley, WV 25801
Phone: (304) 663.3037
E-Mail: smvickers@wvesc.org or adolescenthealth.wv@gmail.com

Credit Related Questions:
Erin Conner
Program Manager
(304) 384-5130
econner@concord.edu

Delivery Format:
1. Choose 8 of a series of 16 online presentations on Wednesdays from 3:00 PM to 4:30 PM
2. All webinars will be provided through the Handle With Care conference series found here:
   http://handlewithcarewv.org/2020-virtual-conference.php
3. 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 **ugfllyl**

Schedule:
On line presentations will be August 5 through November 25 for 90 minutes.
Follow up assignments will be "on your own" and due no later than 11:59 PM November 29, 2020.

Location:
On-line

Grading Policy:
P = Pass
F= Fail

Training Objectives:
1. Provide participants with information and resources related to abuse and neglect.
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. Provide participates with information, resources and skills for engaging and teaching students with
   issues such as Neonatal Abstinence Syndrome and autism.
4. 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 September 30, 2020.** You can pay 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 **Fall Term 2020** semester, so you have until the end of the semester to submit the assignments. Grades will be available on your transcript on or after **December 21, 2020.**

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

3. Assignments will be posted and submitted through Google Classrooms.
   The code for this course is: **ugfllyl**

Assignments/Training Expectations
    Participants are expected to participate in all assigned tasks and assigned activities.

1. Participate in a 1 hour meeting with instructor to review syllabus, assignments and *Google Classroom* format on August 5, 2020 at 10:00 AM, OR watch a recording of that meeting which will be found in the Assignment 1 materials in the *Google Classroom* after it is recorded

   And

   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. *Google Classroom* video: https://www.youtube.com/watch?v=qSxNLaWm74g

   Complete this form following the instructor meeting or watching the recording of the meeting: https://forms.gle/nWQdyTFrXCSrUWU29

   DUE: This assignment is due no later than September 30, 2020.

2. Review the sessions offered on the *Handle with Care Conference* website.
   http://handlewithcarewv.org/2020-virtual-conference.php
   Identify at least 5 individuals, personal or professional, to share the information with based on the specific content of the webinars. For example, you might know either a parent or professional working with a student with Neonatal Abstinence Syndrome ("NAS"). You could send a link for the conference sessions noting the session on **October 28: "Neonatal Abstinence Syndrome: How Substance Exposure Impacts Development and Learning"** and suggest that this might be a session that they would be interested in and why. Make sure to include the link to the conference information and registration and any other relevant information.
   Submit – Screenshots showing how you communicated this information to each of the 5 individuals.

And/OR

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.

3. Watch and participate in 8 of the 16 *Handle With Care Conference* sessions. The conference sessions are 90 minute session via video conference each Wednesday at 3PM, August 5, 2020 through November 25, 2020.
Write and submit a one page summary of the content of each webinar (a total of 8 one page summaries) in which you participate. Include the date of the session, the name of the presenter, the major points of the presentation, what stood out to you and how you can use this information in your role as a teacher, nurse, counselor, administrator or other.
(Optional: Share your one page summary with others that would be interested in the information)

4. Each webinar will have a specific tool or resource provided at the end of the webinar. Choose **2 separate tools/resources** from **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)
   A. **Submit a Plan** to implement the resource or tool. The plan should include: The webinar date and presenter, the resource/tool you plan to implement, a description of how you plan to implement the resource/tool.
   B. **Submit** a one page summary for each resource/tool showing how you implemented it, the results of the implementation and how you plan to further use this resource/tool in your role. If applicable, submit a photo.

   Note that A and B will be done TWICE, once for both tools/resources from 2 separate sessions.

5. Share information learned and resource/tool through video or audio conference. Of the two webinars whose resources that you implemented in Assignment #4, choose 1 to share with at least 5 friends or colleagues. Use this form https://forms.gle/hb6PUYLpxaeEkewA6 for your participants to sign in. You will share your one page summary from Assignment #3 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, title and presenter of the session that you are highlighting
   • Main points the presenter makes in the session.
   • 1 or 2 things that really stood out to you from the session.
   • Description of the resource/tool from the session.
   • 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.

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 **December 21, 2020**.   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 registarar@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.