



# SYLLABUS

Instructor	Name
Course Name	Community Engagement Online Course
Prerequisites & technology requirements	<ul style="list-style-type: none"><li>• This course is geared toward learners comfortable using essential office tools such as Microsoft Word, PowerPoint, Adobe Acrobat, and Google Workplace.</li><li>• There are no required textbooks for this course. The resources are accessible via active links in the modules.</li><li>• Have access to a computer, a tablet, or a mobile phone with a Wi-Fi connection or download materials in advance.</li><li>• Have the essential ability to navigate a web-based platform.</li><li>• All course materials are presented in English.</li></ul>
Course Length	6-8 hours over 1-2 weeks + X week(s) for implementation
Course Contact	Instructor's email
Response Time	Within 24 hours on weekdays. Allow 48 hours on weekends.

## Course Overview

The course type is a self-paced online course consisting of three modules that navigate learners, organize the necessary components, and create their community engagement plan. The learner can access the online course via desktop/laptop browser, tablet, or mobile phone.

Learners can progressively build their knowledge, skills, and abilities to plan community engagement for their food forest project.

- Module #1: Gathering the Essential Components
- Module #2: Planning for the Long and Short-term
- Module #3: Taking Action

The modules guide learners with the step-by-step process and case models to find key assets of their community and plan long and short-term engagement from different angles. With the knowledge acquired in the first two modules, the learner will apply it in project-based learning, followed by reflection in the third module. While it depends on the kind of project the learner will select, the estimated learning time is 6-8 hours, and the course completion is 1-2 weeks.

The Canvas learning management system (LMS) hosts the course, where learners can access the contents, assessments, discussions, assignments, and resource files.

## Instructor Introduction

The course is self-paced, and the institutions in modules lead the content. If the client organization decides to assign an instructor, the name, a headshot, and a short bio will be added here.



## Course Goal and Objectives

### Learning Goal

By the end of this self-paced online course, learners will be equipped with the skills and confidence to plan community engagement efforts for their food forest projects, preparing a thriving ecosystem of collaboration and shared stewardship.

### Module 1 Learning Objectives



During the early stage of food forest development, you will be able to outline the three most necessary components in a one-page Community Statement.

- ✓ After reviewing the permaculture principles, you will be able to define the purpose of your community engagement within 100 words in Standard Written English, free of spelling, punctuation, and grammar errors.
- ✓ After reviewing the model cases, you will be able to identify at least five groups of early supporters.
- ✓ After reviewing community mission, vision, and goal statement examples, you will be able to summarize community values, consisting of at least one value, with one word or sentence that succinctly states the fundamental values of your food forest community.

### Module 2 Learning Objectives



With the Community Statement, you will be able to lay out your long and short-term plan by filling out at least 80% of the Evaluation Plan and the Engagement Planning Worksheet.

- ✓ With established purpose and values, you will be able to sketch the Evaluation Plan, including three long-term planning components.
- ✓ After reviewing the Evaluation Plan with the early supporters, you will be able to prioritize the five short-term engagement goals in the Engagement Planning Worksheet.

### Module 3 Learning Objectives



After implementing one action plan, you will be able to incorporate feedback and reflections.

Revise the plans by filling 100% of the Evaluation Plan and the Engagement Planning Worksheet.

- ✓ With the Engagement Plan Worksheet, you will be able to select to implement one action step and produce a one or two-page planning template.
- ✓ Within three days of the implementation, you will be able to conclude learnings from feedback and reflections by documenting the key takeaways using any tool and format in one PDF page.

## Course Schedule

This is a self-paced course; therefore, no specific due date for the first version in fall 2023 is set. The course schedule is estimated for two weeks with X week(s) depending on the project the learner selects to implement. The learners are encouraged to collaborate with their community members to set their schedules.



	Topic	Activities	Date
Week 1 – Module #1	Gathering	Assignment 1 Assignment 2 Assignment 3	Due on DD/MM/YYYY
Week 2 – Module #2	Planning	Assignment 4 Assignment 5	Due on DD/MM/YYYY
Week X – Module #3	Taking action	Assignment 6 Assignment 7	Due on DD/MM/YYYY

### Due Dates

The first version of the course will run from September to December 2023. The course will begin from (the start date) and be actively monitored during the first release. Learners can access the online platform three days before the official start date.

The first version doesn't require learners to submit their assignments. However, if the assigned instructor lets learners submit their assignments, the weekly submission is due in the appropriate assignment folders by 11:59 p.m. Eastern Standard Time (EST).

The hard due date to receive a certificate of completion and a post-course evaluation is 11:59 p.m. EST on (the completion date).

### Assessments

Since the course aims to help learners plan and execute actions to create momentum, the assessments take the form of self-assessment. The learners will assess the level of performance by themselves. Activities and discussion posts are required but not graded.

	Self-Assessment	Points	%	Due
Module #1	L1 Formative	0		DD/MM/YYYY
	L2 Formative	0		
	L3 Summative	20	20%	
Module #2	L1 Formative	0		DD/MM/YYYY
	L2 Summative	20	20%	
Module #3	L1 Formative	0		DD/MM/YYYY
	L2 Summative	50	50%	
Post course	Course Survey	10	10%	DD/MM/YYYY
<b>Total Points</b>		100	100%	



## Course Guidelines

### Participation

Learners are expected to complete activities in the presented order to benefit from the course. It is highly recommended to schedule time to focus and choose a quiet place to complete content and assignments each week. Be respectful of other's experiences and be mindful to keep confidentiality in shared discussions.

### Communication Protocol (if an instructor leads the course)

Three days before the official start date, learners will receive a welcome message by email, and you can view the learning platform. The instructor will post a weekly announcement at the beginning of the course and subsequent (one weekday). The central communication among peers will occur during the course on the discussion boards unless specified by the instructor.

### Late and Attendance Policy (if an instructor leads the course)

This is a self-paced online course; thus, no late and attendance policy is applicable except for the hard due date for the course completion. When your responsibilities and challenges outside of the course cause an impact on attending the course, you should communicate with your instructor about any concerns.

### Code of Conduct

Respectful conduct is expected to maximize the benefits of this learning experience for all learners. Comments in discussions should be civil and inclusive and reflect meaningful and critical thought from one's perspective and educational materials.

(The client organization) will not tolerate abusive conduct or speech on and offline. (The client's department) serves as a recourse for the code of conduct and oversees the process for resolution of misconduct.

### Use of Generative AI and Large Language Models (LLMs)

The learners are solely responsible for the accuracy and authenticity of the content of assignments. The learners should have control over generative AI and LLMs to enhance and supplement their original ideas and thoughts.

### Learning Management Systems Support

The course delivery takes place on the Canvas LMS. Those requiring technical assistance can access (the clients' IT team).

### Data Privacy

The Canvas LMS automatically collects certain information from learners, including test users, when they visit the site. WDC uses the gathered information to track learner trends and site usage to



improve the learner experience and optimize the course. WDC chooses the LMS with industry-standard security features and takes data privacy protection very seriously. The learner's submission and data are assessed only for the course purpose.

### **Diversity and Disability**

(The client organization) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify the instructor or the design team as soon as possible.

Learners are expected to value peers' diverse identities and backgrounds and contribute to a psychologically safe learning environment.

### **External Link Disclaimer**

The course contains some links to external Open Educational Resources, Creative Commons licensed materials, copyrighted websites, and YouTube videos not owned nor maintained by the course development team. The team labels them in the link source and the references but bears no responsibility for external sites' accuracy, legality, or content. Contact the external site for the answers to questions regarding its contents, terms of use, and policies.

### **Course Design and Development**

Waen Design Co. (WDC) serves clients through performance consultation, design and development of instructional and learning experience solutions, and project management.

For this course, WDC collaborated with clients and subject matter experts for learner and task analysis, design, and development of modules of the Community Engagement Online Course in the LMS. If you have any questions or requests about the learning solutions, please contact [ryoko@waendesign.co](mailto:ryoko@waendesign.co)