ADL 445: Theory and Practice of Adult Learning
Student Syllabus for the Adult Degree Programs

Course Description

In this course, students will explore several theories of adult learning, including the Kolb model, and then apply these theories to their own learning experience. This course will have application to both the student's own self-discovery and to the work that the student may perform as a leader in the workplace or ministry setting.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Explore key models of adult learning and evaluate these models in light of a Christian worldview.
2. Apply one of the models of adult learning to his or her own learning experiences.
3. Apply his or her chosen model of adult learning as a reflective tool for longitudinal learning in the program.
4. Apply principles of writing and composition to the process of written communication.

Course Texts

Mackeracher, D. (2004). *Making sense of adult learning* (2nd ed.). University of Toronto Press.
    ISBN-13: 978-0802037787
    ISBN-10: 080203778X

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Archiving of Online Courses

In order to provide the best service and to eliminate bandwidth bottlenecks, online courses will be removed from Moodle according to a scheduled archiving process. Students will have access in Moodle to courses taken during the current academic year and one previous academic year. Once a course is removed from Moodle, students will no longer have access to their coursework for the archived course. In preparation for the archiving of online courses, students are advised to save copies of their papers

and other important coursework offline on a personal computer or other file storage location. Geneva College is not responsible for student files once a course has been archived offline.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided.

Accommodations for disabilities are available only as recommended by the SSC. For more details, visit the Student Success Center website, call 724-847-5005, or stop by the SSC office. The SSC is located on the second floor of the Student Center. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

The Grading System in the Adult Degree Program

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory

D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Because honesty is expected in all college relationships, any form of cheating on exams or any plagiarism in formal written work is punishable by failure in the course. Repeated violations may result in expulsion from the college. Please read the Academic Integrity Guidelines in Appendix A 2021 of the ADP Student Handbook.

Students may appeal any disciplinary action by following the procedure laid out in the Academic Integrity Guidelines in the ADP Student Handbook.

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an _academic event_ in _each session_ (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Academic Grievance Policy

For grievances related to grading and other course academic policies, the student should follow the published Grievance and Appeal Process in the ADP Student Handbook.

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (7)	30 points each	210 points
Quizzes (3)	40 points each	120 points
Written Assignments (3)	60 points each	180 points
Discussion Forum 3: Desert Survival Activity	One Submission	100 points
Applied Summary Paper	One Submission	200 points
Total		810 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.

b. Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate MUST be in the form of a question

that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in discussion forums:
1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is REQUIRED as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the "Interacting in the Online Environment" section in the ADP Student Handbook.

Quizzes

During this course, there will be three quizzes that cover essential elements of the text. These quizzes will include multiple choice and true/false questions.

- Session 1 – Students will take an online quiz on Chapters 1-2 of the text
- Session 5 – Students will take an online quiz on Chapters 3-4 of the text
- Session 6 – Students will take an online quiz on Chapters 5-6 of the text

Students will be allowed to consult their text and notes when taking online quizzes. However, quizzes will be timed, and students will need to have a working knowledge of the material before taking the quiz. There will simply not be enough time to "look up" every answer in your text and materials.

If a student does not take the quiz by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Written Assignments

Throughout this course, students will complete three written assignments that will require them to concisely respond to and apply some of the key course concepts. Specific instructions for completing these written assignments can be found in the course outline below.

- Session 2: Written Assignment 1
- Session 4: Written Assignment 2
- Session 7: Written Assignment 3

Each of these written assignments will be graded on content, style, and timeliness. They should adhere to all page length requirements and typical APA style and formatting (double spacing, proper APA citations, etc.).

All written assignments are due by 11:55 pm (EST) Saturday of the designated session week.

Applied Summary Paper

The ADL 445 Applied Summary Paper will be worked on in several components, allowing for feedback and comments from the instructor and culminating in the final paper submission in Session 8. The components of this paper will include two parts:

Part A: Revise Written Assignments 1-3 using instructor feedback and corrections. Be sure to include transition sentences/paragraphs where appropriate in order to connect each of the revised project parts so that they flow together as one comprehensive document.

Part B: Applying Kolb's Models to Your Own Learning (2-3 pages)

After revising Written Assignments 1-3, craft the final section of your paper by responding to the following:

1. Define all four phases of Kolb's learning model. Describe how this learning cycle has taken place in your own past academic experiences. Explain which of the four phases have been personal strengths and which have been personal weaknesses.
2. Explain Kolb's learning styles. Describe your own learning style according to the text and the online assessments. What insights have you gained through this reflection?

Next, add an introductory paragraph to your Applied Summary Paper. This paragraph should precede Part A of your project and include an introduction to your entire final paper. Additionally, add an overall conclusion paragraph to your Applied Summary Paper. Your conclusion should summarize the purpose and findings of your paper as a whole.

In total, the Applied Summary Paper should be 8-12 pages in length (not including cover sheet and reference page) and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

The Applied Summary Paper is due by 11:55 pm (EST) Saturday Session 8.

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

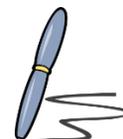| **Decision-Making Skills**	**Categorizing/ Classifying Skills**	**Collaboration Skills**	**Written Communication Skills**
Skilled in initiating, structuring, and carrying out steps to complete projects and tasks	Skillful in compiling, organizing, and using data to enhance planning and effectiveness	Skillful in collaborating with others to identify problems, provide advice, and develop agreeable solutions	Ability to organize knowledge and beliefs into convincing arguments and to convey meaning through well-constructed text