

State Board CEUs Henry Ford Community College Online Course Agenda and Procedures

Agenda:

Course consists of 12 lessons, each with accompanying reading, research, activities, and quiz. While participants complete the material at their own pace, **a minimum of 24 hours must be logged by the participant** for this course. This log will be signed by the participant and turned in to the SB-CEU Coordinator at Henry Ford Community College before awarding of SB-CEUs can be considered. **SB-CEUs can be awarded only once for this course, regardless of the sponsoring location.**

- Week One – One new lesson is released on Wednesday and Friday.
- Week Two – One new lesson is released on Wednesday and Friday.
- Week Three – One new lesson is released on Wednesday and Friday.
- Week Four – One new lesson is released on Wednesday and Friday.
- Week Five – One new lesson is released on Wednesday and Friday.
- Week Six – One new lesson is released on Wednesday and Friday.
- **Lesson Quizzes – Each lesson quiz must be completed** by the course end date.
- **Final Exam** – Released on Friday of the 6th week. Participants have until the course end date to complete and submit this exam, and **must obtain a minimum score of 80%.**
- **Course Evaluation must be completed by the participant** by the course end date.
- **Course log** consisting of a minimum of 24 hours must be signed by the participant and turned in to the SB-CEU Coordinator at Henry Ford Community College.

Directions: To be eligible to receive 2.4 SB-CEUs for an approved online course, you must maintain a log of time you spend working on course material. A blank log is provided on the next page for your convenience. Feel free to make additional copies if you need more space. Entries must take place between the begin and end dates on the approved course list.

<i>Sample Entries</i>	<i>Sample Entries</i>	<i>Sample Entries</i>	<i>Sample Entries</i>	<i>Sample Entries</i>
Date	Time In	Time Out	Hours	Running Total
9/19/07	6:30 p.m.	8:30 p.m.	2 hrs	2 hrs
9/19/07	9:00 p.m.	10:45 p.m.	1.75 hrs	3.75 hrs
9/22/07	5:00 a.m.	6:15 a.m.	1.25 hrs	5 hrs

Sign and Date the Log and Mail to:
Henry Ford Community College
Center for Lifelong Learning (CL2)
22586 Ann Arbor Trail
Dearborn Heights, MI 48127

► Once we receive your signed log and verify that you have a minimum of 24 hours logged, completed the lesson quizzes, passed the final exam with a minimum score of 80%, and submitted a course evaluation, we will award the 2.4 SB-CEUs and send you a completion certificate.

