

## CALL Online Classes

### **Class time/structure**

*How much time do I need to be able to give to the class each week?*

To earn 2 Continuing Education Units (CEUs), you need a minimum of 20 hours of contact time. Over the course of a 7-week class, this is approximately 3 hours per week. However, as you become engaged in the materials you may find yourself spending more time.

*What times do the classes meet during the week?*

All of CALL's online classes are asynchronous which means that none of the classes 'meet' at particular times. The instructors post lectures (in the form of essays or videos) each week along with readings and discussion questions. You work at your own pace throughout the week to complete the readings and respond to the discussion questions in written form in the discussion forum.

Some instructors plan additional activities that may include conference calls or online chats. These are always enhancements to help people learn and never a part of the requirements of the class.

*Don't I need to have a video camera on my computer to do an online class?*

No. Since the class doesn't 'meet,' there is no need for a video camera. You will only be asked to post a picture of yourself as a part of a profile.

*If I work odd hours, can I still take the class?*

Yes. The work is assigned on a weekly basis and you work at your own pace over the week to complete it.

*Do I have to download any software?*

You will need to access the internet and download and read .pdf files. If you can do that, you do not need to download any software. CALL houses all the course information on a server (called Moodle) that you will log into from your computer via an internet browser. The internet browsers we recommend are either Google Chrome or Mozilla Firefox.

### **Class participation and interaction**

*What does class participation look like?*

Most class participation is in the form of discussion forums. These forums begin with written discussion questions offered up by the instructor to which you will be asked to post responses to the questions as well as respond to the posts of other students in the class.

*How much access will I have to the instructor?*

Instructors are available by email and by phone to answer your questions. Some instructors keep office hours, much like university professors.

*Do I interact with the other people in the class?*

CALL instructors encourage interaction amongst their students and would prefer to have you read each other's posts and respond to them, encouraging and challenging one another through the course as you would in a regular classroom.

*What reading materials are required? For purchase?*

When you register, you will be sent a confirmation email that gives you a listing of required books to purchase for the class. If you live in an area that requires more time for your book to arrive, please plan to order your books when you receive the list.

In addition to those books you will need to purchase, the instructor will likely give you additional readings in the form of .pdf files that you can download from the Moodle server.

### **CEUs, grades, etc.**

*Is there a grade? How are CEUs distributed?*

The minimum participation required for an instructor to grant Continuing Education Units (CEUs) to a student is: regular participation in the weekly discussion forums and a completion of a final integrative project. The instructor will offer feedback on this project and will release a CEU certificate for you. You can then print the certificate on your own printer.

### **Registration**

*How do I register?*

Go to <https://cdsp.edu/call/online/> to see what courses we're currently offering. Registration and course descriptions are typically available 8 weeks before the start of the course, and links to the registration system will guide you through the process.

*If the registration deadline is past, can I still register?*

Email us at [call@cdsp.edu](mailto:call@cdsp.edu) to find out if the class is full and if the instructor will take more students. Most of the time we can get you into the class during the first week after it starts.

*Are there discounts?*

We offer discounts to students enrolled through our Local Formation program partners, and to members of the Association for Episcopal Deacons (AED).

*Are there scholarships available?*

Email the CALL director to find out what scholarships are available.

*How do I register if my diocese/parish is paying for my tuition?*

Contact the CALL Administrator at [call@cdsp.edu](mailto:call@cdsp.edu) with your name, course, and parish or diocese. You will be manually registered for the course and sent information about how to pay.