

# 2016 ESL Pro Technical Assistance Informational Handout



## What is the ESL Pro Technical Assistance (TA) Project?

The Literacy Information and Communication System, or LINCS, is a professional learning platform for adult educators funded by the U.S. Department of Education, Office for Career, Technical and Adult Education. In 2015 LINCS awarded 10 states Technical Assistance (TA) delivered by Subject Matter Experts (SME) focused on helping states improve their capacity to serve adult English Language Learners (ELLs) and prepare to conduct some of the new activities required under the Workforce Innovation and Opportunity Act (WIOA).

Indiana was selected for the ESL Pro TA and has worked with our SME, Heide Spruck Wrigley, to create professional development opportunities and resources designed to help Indiana Adult Education and Workforce Development staff build better connections between English Language Acquisition (ELA) instructional programs and Regional high-growth career pathways. Indiana's ESL Pro project plan includes the follow pilot professional development (PD) resources and opportunities:

ESL Pro PD/Resources:	Description:	How to participate:
Issue Brief: Preparing English Learners for Work & Career Pathways	This resource provides practical ideas and presents a broad overview of considerations for connecting ELA to career pathways. It describes program models designed to strengthen the alignment of adult education, employment, and skills training, outlines skills that ELLs need to succeed at work and in postsecondary education, and offers ideas for teaching practice. It is intended to serve as an introduction to the topic of career-focused contextualized instruction staff can use as a springboard to additional in-depth resources on this topic.	Available Now! <a href="http://lincs.ed.gov/sites/default/files/ELL_Context_Instruction_508.pdf">http://lincs.ed.gov/sites/default/files/ELL_Context_Instruction_508.pdf</a>
ESL Pro TA Overview Webinar Recording	This 30 minute webinar explains Indiana's ESL Pro TA project goals and activities, provides an introduction to the project SME, Heide Spruck Wrigley, and briefly reviews the key considerations and practical ideas for preparing ELLs for career pathways that are explored further in the online course.	Available Now! <a href="http://air.adobeconnect.com/p5pngp1yc3o/">http://air.adobeconnect.com/p5pngp1yc3o/</a>
Online Course: Preparing English Learners for Work & Career Pathways	7-week, semi-self-paced online course and community of practice designed to cover the following topics: <ul style="list-style-type: none"> <li>• Concepts for contextualizing ELA instruction &amp; training;</li> <li>• ELL career pathway program design;</li> <li>• ELA curriculum and instruction design and delivery; and</li> <li>• Evaluation and assessment of above topics.</li> </ul> (See full course description below).	Registration Open Now! <a href="https://www.surveymonkey.com/r/ESLPRO_OnlineCourse_2016">https://www.surveymonkey.com/r/ESLPRO_OnlineCourse_2016</a>
ESL Pro E-Zine	A multi-media digital magazine linked to the course that will contain practical examples. Those who participate in the online course will get early access to the E-Zine through the online Community of Practice.	Available soon! <a href="http://www.in.gov/dwd/2903.htm">http://www.in.gov/dwd/2903.htm</a>
ELA Ambassador & Train-the-Trainer PD	Individuals who complete online course may apply to become an ELA Career Pathways Ambassador. ELA Ambassadors will attend one day of in-person training in Indianapolis on May 19 <sup>th</sup> to learn how share the content covered in the online course and resources with others in their local Adult Education and Workforce Development networks. Stipends may be awarded to ELA Career Pathways Ambassadors.	Applications opening soon, April 2016!
Technical Trainer Quick-Guide	This quick guide resource for technical instructors offering occupational skills training will discuss practical information and strategies for fostering successful learning opportunities for ELLs participating in training programs.	Available soon! <a href="http://www.in.gov/dwd/2903.htm">http://www.in.gov/dwd/2903.htm</a>

# 2016 ESL Pro Technical Assistance

## Preparing English Learners for Work & Career Pathways Online Course



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### What is the ESL Pro TA Online Course?

Indiana's ESL Pro Online Course is focused on preparing adult ELLs for work and career pathways as described in WIOA. This semi self-paced course is divided into four units, delivered over seven weeks, which cover: an overview of concepts for contextualizing instruction and training; career pathway program design; curriculum and instruction design and delivery; and evaluation and assessment. The course uses practice-oriented resources illustrating current and effective models for Preparing ELLs for Work and Career Pathways so that participants can begin applying their learning immediately in their work environment.

Each unit will take approximately 2-2.5 hours to complete and will be delivered through the LINCS Learning Portal website. All participants must complete the first unit in the series and at least one of the other three units:

- **Unit 1: Understanding Key Concepts**
  - This unit explains what is meant by workforce preparation, career pathways and contextualized instruction and why it matters. It also lays out some key considerations when working with adult ELLs whose goal it is to find good jobs or enter training leading to an industry recognized certificate or credential.
  
- **Unit 2: Program Design: Issues and Options**
  - This unit is designed for program developers or administrators who are, or will be, responsible for setting up contextualized instructional programs that serve to transition students to higher levels of ABE/ESL or to occupational skills training programs. The emphasis in this unit is on building community partnerships (as outlined in WIOA) in order to develop career pathways for adult ELLs. It also describes successful models and offers strategies for programs that want to serve ELLs and need to build or strengthen partnerships with immigrant serving agencies.
  
- **Unit 3: Bright Ideas for Curriculum and Instruction**
  - This unit offers strategies for developing curricula for courses that are part of a career pathway and that align to students' "next step program," generally occupational skills training and/or employment. It also contains a wide variety of practical ideas for classroom teaching that prepares adult ELLs for the modern workplace and helps them to succeed in job skills training. This unit is applicable for Adult Education and EL Civics teachers and occupational skills training or technical instructors looking for ways to engage ELLs.
  
- **Unit 4: Capturing What Counts: Evaluation and Assessment**
  - This unit is for anyone interested in assessing what students and clients know as they enter training and education programs and for those looking for strategies to document success. The unit also focuses on strategies for "knowing what students know" through ongoing informal assessments in a classroom or advising environment.

To support participants in sharing best practices across the state, in addition to the online learning, participants will be required to use an online discussion forum on the Schoology.org website and attend check-in webinars that will be delivered by the SME via Adobe Connect. At the end of the course, participants will have the opportunity to record brief audio and/or video presentations describing content and strategies learned from one or more of the units. DWD AE PD staff will assist participants in using technology to create these brief presentations.

### **How will participants benefit from the online course?**

- Increase your content knowledge, improve the quality and effectiveness of instructional and coaching/counseling strategies, learn best practices in career pathway design, and improve confidence and comfort in delivering contextualized learning for adult ELLs.
- Improve outcomes for your learners.
- Expand your networking, resource sharing, and collaboration in an ongoing online community of peers.
- Earn a Professional Growth Points (PGP) certificate for between 5 and 20 hours/points. Please note that one classroom hour is worth one Professional Growth Point.
- Complete your annual DWD Professional Development Attendance Requirement by finishing at least 80 percent of the course work as well as the final evaluation.
- Be eligible for the ELA Ambassador Train-the-Trainer program, and become a local leader in promoting career pathways for adult ELLs.

### **Who can participate in the online course?**

Any Indiana Adult Education, EL Civics, Workforce Development professional, or staff from partnering organizations, wanting to increase their knowledge about and explore strategies for preparing adult ELLs for work and career pathways may participate. As the course is delivered online, participants should be willing and excited to work with distance learning technologies (websites, discussion boards, conference calls, webinars, etc.).

### **What is required of participants involved?**

- Participants must have access to a computer with internet capabilities. This computer must have adobe flash software installed. Participants will need to be able to participate in an online community of practice and participate in webinars and conference calls. Becoming proficient in using these distance learning technologies may require some additional work if the participant is not used to using online learning.
- Participants will be expected to complete online reading, submit documents, and participate in online discussion board posts. Participants are encouraged to attend check in webinars and conference calls to support the course's online community of practice.
- Participants should be prepared to make a commitment to complete unit one and at least one other unit in the online course, a minimum of 5 hours. (Course schedule/dates listed below).
- Participants must complete an online application by 5:00 pm (ET) on Monday, March 16th, 2016.
- Participants must view the 30 minute webinar discussing ESL Pro TA and the online course content:  
<http://air.adobeconnect.com/p5pngp1yc3o/>

### **Application Process:**

- Interested staff should first review the participation requirements. Individuals should allow themselves approximately 10 minutes to complete the online application.
- All applications must be submitted online and can be accessed here:  
[https://www.surveymonkey.com/r/ESLPRO\\_OnlineCourse\\_2016](https://www.surveymonkey.com/r/ESLPRO_OnlineCourse_2016)
- **Applications will be accepted until 5:00 pm (ET) on Monday, March 16<sup>th</sup>, 2016.**
- Questions about this professional development can be sent to: [DWDAdultEdPD@dwd.in.gov](mailto:DWDAdultEdPD@dwd.in.gov)

# Preparing English Learners for Work & Career Pathways Online Course Calendar



<b>ESL Pro: Preparing English Learners for Work &amp; Career Pathways Online Course Calendar</b>		
<b>Date</b>	<b>Time/Location</b>	<b>Description</b>
<b>March 1<sup>st</sup>, 2016</b>	<b>Survey Monkey</b>	Course Registration Opens
<b>March 16<sup>th</sup>, 2016</b>	<b>5:00 pm (ET)</b>	Course Registration Closes
<b>March 18<sup>th</sup>, 2016</b>	<b>Number, Link, &amp; Time TBA</b>	1-hour webinar and conference call with SME, Heide Spruck Wrigley, to review course content, expectations, and supports available.
<b>March 18<sup>th</sup>, 2016</b>	<b>n/a</b>	Join the Schoology online community of practice to participate in ongoing discussions throughout the course!
<b>Week 1: March 28<sup>th</sup> – April 3<sup>rd</sup></b>	<b>LINCS Learning Portal/Schoology</b>	Unit 1: Understanding Key Concepts
<b>April 1<sup>st</sup>, 2016</b>	<b>Number, Link, &amp; Time TBA</b>	1-hour webinar and conference to check in on Unit 1
<b>Weeks 2 – 4: April 4<sup>th</sup> – April 24</b>	<b>LINCS Learning Portal/Schoology</b>	Complete one or more of the following: - Unit 2: Program Design: Issues and Options - Unit 3: Bright Ideas for Curriculum and Instruction - Unit 4: Capturing What Counts: Evaluation and Assessment
<b>April 22<sup>nd</sup>, 2016</b>	<b>Number, Link, &amp; Time TBA</b>	1-hour webinar and conference to check in on Units 2-4
<b>Week 5: April 25<sup>th</sup> – May 1<sup>st</sup></b>	<b>Schoology</b>	Participants post a short audio or video presentation on content or strategies they've tried out from the online modules.
<b>May 6<sup>th</sup>, 2016</b>	<b>Number, Link, &amp; Time TBA</b>	1-hour final webinar and conference to check in on participant presentations webinar and conference call.