



Association of Social Work Boards

ACE Resource

Course Delivery Methods and Formats

ACE Course Delivery Methods

“Face to Face” The course is conducted in person; attendees are in the same location at the same time

Distance Learning A course is conducted through distance learning media. Attendees and presenters may be in different locations, and the work may be conducted in different time frames.

ACE Course Formats

ACE approval may be given in one of the following recognized course formats. All ACE approved courses must conduct an evaluation AND be a minimum of one hour in length, to award continuing education credits. A posttest is required for distance learning course formats. The delivery format and whether a course is interactive or non-interactive must be clearly communicated in promotional materials, and established with the participant before a course is taken.

“Face to Face” Course Formats

Workshop/Seminar *“Face to Face”* – Lecture, discussion, role-play, debate, presentation, panel discussion, case study, multi-media presentation, etc.

Conference *“Face to Face”* – Multiple presenters, multiple sessions, offered concurrently within a specific time frame; Presenter(s) are in the same location as the attendees. Event occurs in “real time”, the same time frame for all participants. Multiple session formats may be offered such as lecture, discussion, role-play, debate, presentation, panel discussion, case study, poster session (contact ACE for more information), multi-media presentation.

Semester Course *“Face to Face”* – College or university continuing education programs and/or graduate course; may involve lecture, discussion, assigned course material, role-play, debate, presentation, panel discussion, case study, multi-media presentation.

Distance Learning Course Formats

Home Study *Distance Learning* – Participant reads book or article, views video or DVD; listens to MP3 or audio tape. Interaction may include contact with provider organization for questions and answers who may interact with book author. Asynchronous Distance Learning

Teleconference *Distance Learning* – Presentation by an individual or discussion by presenter/moderator and participants; the event takes place in real time. Moderator/presenter can monitor participation technologically. Attendance for the full time period required for full credit. Synchronous Distance Learning

Online Distance Learning – Readings, article, online study; interaction includes questions and answer, links to content and/or posttest; Web enhanced presentation and/or discussion: presentation and interaction online. Asynchronous Distance Learning

Video or Audio Conference Course Format Distance Learning – Presentation by an individual or discussion by a panel is observed by the participants. The event may take place in real time; in this in this case the participant can ask questions of the panelists directly or through a moderator. The conference may be recorded and take place in asynchronous time; in this case discussion may take place through online postings, telephone, video or by moderator. Attendance for the full time period required for full credit. May be Synchronous or Asynchronous Distance Learning

Web Conference/Webinar Course Format Distance Learning – Presentation by an individual or discussion by a panel is observed by participant by logging onto a website. The event may take place in real time; in this case, the participant can ask questions of the panelists directly or through a moderator. May be recorded and occur asynchronously. Discussion consists of online postings, telephone, video or through a moderator. Minimum 1 hour. Post test required. Attendance for the full time period required for full credit. May be Synchronous or Asynchronous Distance Learning

ACE Definitions of Terms Used

Asynchronous Distance Learning Asynchronous instruction allows students and instructors to choose their own time frame and location for communication and/or learning.

Synchronous Distance Learning Synchronous instruction allows simultaneous participation of students and instructors from different locations. Participation is time-bound (“real time”); participants conduct their work at the same time, in different locations.