

Off Campus Program Series: Coordinator's Responsibilities / File Management / Worksite Inspections / Checklists

with Karen Kiefer

Date: **Thursday, September 22, 2011**

Time: **4:30 - 5:30 pm (Mountain Standard Time)**

Please log on at 4:00 pm to do your mic and speaker test!!

About the session:

Using the Off-Campus Education Handbook – look at the responsibilities of the Coordinator in detail. Talk about File Management and Worksite Inspections. What are the Checklists that can be used? Actual checklists will be provided for use.

About the facilitator:

Karen graduated with a B.Ed. degree in Secondary Education from the University of Calgary. She completed a double major in Pure Math and Languages and worked in and around the Oil & Gas industry of Calgary for 15 years. During this time she completed a Management Certification in Personnel Management and Human Resources from the University of Calgary and her 4th Level C.M.A. She also completed a Master's in Distance Education from Athabasca University.

Moving into Education eleven years ago, Karen has taught computer graphic design, multimedia and other business courses in CTS. As the Curriculum Leader for CTS at Forest Lawn High School she assisted staff throughout the area of CTS with the program of studies and budgeting.

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