

## Off Campus Program Series: Placements / Monitoring / Assessment / Evaluation / Forms & Checklists

with Karen Kiefer

Date: **Thursday, October 06, 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 – How can I find placements? What are my Monitoring Responsibilities? What kind of Evaluation is required?  
What are the Forms and Checklists that can be used? Actual forms / 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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