

ADEA Micro-credential: Facilitating Small Group Learning Submission Form

Directions

1. Review the full [Facilitating Small Group Learning](#) criteria on ADEA eLearn or the prompts only throughout this document.
2. Create or select existing work-based portfolio artifacts for submission in Section 3
3. Create responses for Sections 2 and 3 that relate directly to the portfolio artifacts.
 - a. Responses should be added directly to this file (starting on page 2 below).
4. Review your submission to ensure that it meets each category's "Proficient" rating in the [grading rubric](#) for each section
5. Save this file with your final responses and [submit](#) on ADEA eLearn. Note that
 - a. Submissions are collected on January 15 and July 15
 - b. Allow up to for 8 weeks for review
 - c. Submissions that do not receive a "Proficient" rating in any category will be asked to revise and resubmit at no extra charge
 - d. Submissions that earn a "Proficient" rating in each category will earn the ADEA Micro-credential and be issued a digital badge to verify the achievement

Helpful Guidelines

1. All submission responses and artifacts should relate directly to the [goals and objectives/outcomes](#) of this micro-credential.
2. Section 1 and 2 responses should be created specifically for submission of this micro-credential.
3. Questions? Contact learn@adea.org

Section 1: Overview Questions (See Section 1 [Grading Rubric](#))

Section 1. Question 1

Motivation: Explain the reasons that make this micro-credential is meaningful for you. In addressing this, reflect upon and discuss the value this micro-credential has for your professional work and practice as an educator. Specifically, explain how this micro-credential supports or enhances your professional development as a facilitator/facilitator-trainer within dental and interprofessional health care education.

Instructions

1. Provide your answer below. Responses should be in text format, with a 250-word minimum (excluding any citations).

Section 1, Question 2

Training: Provide the three most significant and impactful resources used to support your development of knowledge and skills as a facilitator/facilitator-trainer. These resources can include individual training, facilitation-related courses and/or workshops, learning experiences, individual study of relevant literature or other formal/informal professional development. Describe each resource or activity and how it supported your learning of the knowledge and skills of facilitation as outlined in this micro-credential's objectives. You must include a minimum of three examples together with citations or links for each resource. To the extent possible, demonstrate variety in the format or type of learning resources included.

Instructions

1. Provide your answer below. Responses should be in text format and between 250-500 words (excluding any citations).

Section 1, Question 3

Outcomes – Quote or describe two examples that highlight and support your efficacy as a facilitator/facilitator-trainer. One example should be feedback given to you for facilitation of students or as a facilitator trainer. A second example of an outcome supporting your efficacy can be of your choice. Analyze the feedback, considering the objectives and outcomes of this micro-credential. In other words, how does the feedback support your level of knowledge and skill as a facilitator/facilitator-trainer? In what way does the feedback/outcome measurement suggest the need for further development of your knowledge and skills as a facilitator/facilitator-trainer? Examples of feedback may be gathered from e-evaluation or facsimile, written peer review or student review, recorded feedback session or other any similar document.

Instructions

1. Provide your answer below. Responses should be in text format and have a 250-word minimum (excluding any citations).

Section 1, Question 4

Facilitator Credentialing – Compare and contrast institutional practices for facilitator recruitment, training, and professional development. Provide two examples of different training approaches, how they prepare individuals to facilitate and assess the effectiveness of the training approach. Include a discussion of the relevant literature that supports particular training/development practices.

Include a descriptive outline of each facilitator training experience with a link to training program, if possible.

Instructions

1. Provide your answer below. Responses should be in text format and have a 250-word minimum (excluding any citations).

Section 1, Question 5

Preparation and Communication – “Effective facilitation requires an intentional state of mind to engage learners in the cognitive processes associated with learning through specific pedagogies (problem-based learning, team-based learning, case-based learning, etc.)” Analyze this statement as it relates to your training and practice as a facilitator. Specifically, explain how an effective facilitator can mentally prepare for a learning session and describe the communication skills associated with that preparation. In what ways did facilitator training prepare you to develop these skills? Support your statements and practices with two or three examples from the literature.

Instructions

1. Provide your answer below. Responses should be in text format and have a 250-word minimum (excluding any citations).

Section 1, Question 6

Community Engagement – All applications must also include evidence of community engagement within the topic area. Applicants should demonstrate evidence of community engagement through one or more of the following:

- a) Attendance and/or presentations at appropriate conferences,
- b) Attendance and/or presentation of relevant webinars or
- c) ADEA Connect participation on relevant discussion boards.

Instructions

1. Provide your response below.
2. You may include written descriptions or links as evidence of your participation in these activities.
3. If including links, ensure they are accessible for at least 2 months after the next micro-credential submission deadline (Jan. 15 or July 15).

Section 2: Reflection Questions (See Section 2 [Grading Rubric](#))

Section 2, Question 1

Critical Assessment of Portfolio Artifacts – Provide a critical assessment of your submitted artifacts. Structure your reflection to address the following:

- a) What was your primary purpose or goal in creating this work? Who is the intended audience for this work and what is the intended use or application?
- b) How is your work informed by current information, literature, and practices in this topic area?
- c) How have you been able to or how will you assess the effectiveness or impact of your work?

Instructions

Enter your response below. Your response must be text-based and at least 1,000 words (excluding any citations).

Section 2, Question 2

Relevant Ethical Considerations – Provide a summary and description of relevant ethical considerations around this topic area and describe how you might elect to address these ethical challenges. Some examples of ethical considerations may address the following:

- Use of patient-based information included in cases,
- Appropriate use of adapted materials (rubrics, cases) and student resources (copyright or trademarked material),
- Institutional review board (IRB) approval or exemption for facilitation research or
- Any other relevant ethical consideration for this topic area.

Instructions

Provide your answer below. Your responses must be text-based and at least 500 words (excluding any citations).

Section 2, Question 3

Supporting Diversity, Equity and Inclusion – In what ways can work in this topic area support diversity, equity and inclusion efforts? Provide specific, actionable suggestions or recommendations. You may choose to focus on application of these efforts toward the following:

- Patient experience and patient care;
- Experience of learners in the learning environment;
- Legislation, policies or practices that directly support diversity, equity and inclusion efforts; or
- Other relevant applications.

Instructions

Provide your answers below. Responses must be text-based and at least 500 words (excluding any citations).

Section 3: Portfolio Artifact (See Section 3 [Grading Rubric](#))

Section 3

Submission Criteria: Upload up to three portfolio artifacts that support your achievement of the overall micro-credential goal through demonstration of the goals, objectives and outcomes listed at the beginning of this document. Your artifact(s) should relate to the responses provided in Sections 1 and 2.

Acceptable artifacts include but are not limited to the following:

- Published peer-reviewed articles;
- Audio or video recordings of educational session(s) or facilitation training session(s);
- Facilitation training materials that you developed or helped develop;
- Examples of feedback given for your facilitator or facilitator-trainer activities; or
- An outcome measurement of your choice. These can be the same or different than materials referenced in Section 1.3 (e.g., facilitator journal or blog, criteria-based self-assessment or activities or educational material developed as a facilitator.)

Instructions

1. Provide URLs of the artifacts below. Ensure each link is accessible for at least 2 months after the next submission deadline (Jan. 15 or July 15).
2. If needed, use the space below to provide access instructions or context for the files.
3. Submissions must adhere to all relevant privacy laws.