



Your Education Ally.
By Teachers, *For Teachers.*

Fast-Track Course Syllabus

Name:

Date:

TeachingChannel.com | 1-877- 394-4930

2805 Dodd Rd. Eagan, MN 55121

Syllabus to be used for review or approval only.



Today is a Great Day to Learn Something New!

Professional learning to meet your needs.

Engaging and applicable, **ELEVATE** courses are the core of Teaching Channel. We offer a variety of courses that meet the continuing education needs of teachers from across the country. Teaching Channel courses work perfectly for license renewal needs, working to move up through salary schedules, or for professional learning to support improved student outcomes. Teaching Channel provides continuing education graduate credit courses that have been approved and endorsed by regionally accredited colleges and universities from across the United States.



University Partners (See a current list of academic partners on our website)

Continuing Education courses are approved by our regionally accredited (HLC, NECHE, and WSCUC) partners. Many also hold CAEP accreditation. All partners review syllabi, content, and coursework expectations.

Spring Term
Registrations Accepted
January 2 - May 15
Coursework Due*
May 30

Summer Term
Registrations Accepted
May 16 - August 15
Coursework Due*
August 30

Fall Term
Registrations Accepted
August 16 - November 25
Coursework Due*
December 9

*Or first business day after the 15th if due date falls on a weekend.

Professional Learning Model

We design our courses to elevate professional growth and impact, which are the heart of our framework. Teaching Channel recognizes the learning process as an ongoing cycle characterized by the following key phases:



ELEVATE Your Impact

Embark on a transformative learning experience where reflection, exploration, and innovation intersect to shape your professional practice.

ELEVATE courses provide a dynamic balance of knowledge-building and skill-building opportunities, followed by practical application and integration into your professional practice. Each self-paced course features research-based materials, video clips, and interactive elements to enhance and support learning.

- Activate prior knowledge in order to establish new learning goals
- Access research-based resources and materials to deepen your understanding and broaden your skillset.
- Participate in a variety of assignments that encourage the implementation of new learning in your classroom or school setting.
- Research solutions to challenges, answer lingering questions, or explore additional topics that spark your curiosity.
- Assess professional growth, and consider the potential impact of newfound knowledge and skills.
- Engage in student-to-student interaction in a discussion forum as well as teacher-to-student individual feedback.

Continuous Improvement

Each course is reviewed annually, informed by participant feedback, current research available on the topic, insights from our University Partners, and new opportunities to show learning through implementation.

Course Development and Evaluation

ELEVATE courses are created and evaluated by educators with a master's degree or higher in an education-related field and five or more years of classroom experience in PreK-12 education. Course evaluators provide personalized, specific feedback for submitted assignments and rubric-based grading aligned with best practices in professional education.

**Per standard practice in the field, each course credit carries the equivalent of fifteen hours of content and coursework. To receive credit, participants must complete all requirements according to expectations outlined in the course rubrics.



The AI Playbook for Educators

Course Number: 5425 | 3 Credits

This document is an outline of the course requirements and is subject to change.

Course Description

As artificial intelligence reshapes the world around us, educators have a critical opportunity to lead with clarity, creativity, and care. The AI Playbook for Educators equips participants with the tools, strategies, and insights needed to navigate generative AI in schools with confidence and purpose. Build your AI literacy and explore best practices for responsible use, from evaluating tools for safety and effectiveness to crafting strong prompts on platforms such as ChatGPT, and leveraging education-specific tools including MagicSchool and Khanmigo. Tackle classroom challenges related to academic integrity as you design both AI-resistant and AI-integrated assignments that promote authentic learning. Teach students to understand, evaluate, and use AI responsibly, and discover how AI can support learners as tutors, personalized learning partners, and aid accessibility. Create your own AI Playbook to support ethical, effective, and future-ready teaching in the age of AI.

Course Objectives

1. Describe and evaluate generative AI technologies and large language models (LLMs), including their potential benefits, limitations, and risks in educational settings.
2. Design AI-resistant and AI-integrated assignments that promote authentic learning and uphold academic integrity.
3. Identify developmentally appropriate strategies for teaching AI literacy, including how to help students understand, evaluate, and use AI responsibly.
4. Explore AI tools that support student learning, differentiation, and accessibility, and identify ways to integrate them into classroom practice.
5. Develop a strategic, ethical, and practical plan for integrating AI into your educational context to support student learning or professional workflows.
6. Reflect on professional growth and articulate how learning from this course focused on artificial intelligence will impact students and the broader educational community.

Course Materials

This course does not use a textbook. All required articles and resources are linked within the course modules.

Important! Courses are completed 100% online within the learning management system. You should have access to a compatible web browser (such as Google Chrome, Microsoft Edge, Apple Safari, and/or Mozilla Firefox) and a word processing tool (such as Microsoft Word and/or Google Docs). While our course platform does support mobile devices, for the best user experience, we recommend using a desktop or laptop computer to complete courses.

Course Delivery

All coursework will be completed and submitted online within the learning management system. Log-in to your account at www.teachingchannel.com to access your online course and view additional details of each assignment.

- Explore a variety of educational resources, videos, and additional tools necessary for successful course completion.
- Complete modules including journaling, progress check assessments, and written response, that facilitate opportunities to apply strategies and reflect on new learning.
- Participate in our discussion forum to share insights and learn from peers.
- All modules and activities within the courses are required. You will complete and submit (if applicable) each module separately for evaluation in the online course.
- Your course evaluator will review your work using the criteria outlined in the rubric.

Need help getting started with your online course? Watch this [Quick Start Tutorial](#) video.

Grading & Feedback

Fast Track courses include formative Progress Check Assessments at the conclusion of Modules 1 and 2. A passing grade of 80% or higher is required, however, you are provided multiple attempts, if needed.

For Module 3, you will submit comprehensive written responses. We use a rubric-based grading system to provide detailed feedback and ensure fair assessment. Once you've submitted your Module 3 coursework, your evaluator will review your work and provide personalized, written feedback within 7 days of submission. Each assignment within the module is evaluated based on the detailed holistic rubric criteria defined below. Your grade for the module is determined as follows:

- **A Grade:** If the majority of assignments within a module meet the "Above Target Expectations" criteria, demonstrating exceptional understanding and application of the concepts, you will earn an "A" for that module.
- **B Grade:** If the majority of assignments within a module meet the "At Target Expectations" criteria, showcasing a solid understanding and application of the concepts, you will earn a "B" for that module.
 - **Example:** If a module has 5 graded assignments, you would need at least 3 to meet the "Above Target Expectations" criteria to earn an 'A' for the module.
- **Resubmission:** If any assignment is missing required components or doesn't meet minimum expectations, it will be marked "Below Target Expectations." You'll receive detailed feedback and have the opportunity to revise and resubmit for full credit.
- **Re-grading:** Once a module grade has been issued, coursework will not be re-evaluated.
- **Final Course Grade:** Each module must be completed to enable a final grade to post. For Modules 1 and 2, a Progress Check grade of 80% or higher must be recorded. These grades are not factored into the final course grade. Your final course grade will be earned by your written submission for Module 3.

Detailed Holistic Rubric

Criteria for All Assignments	A Grade: Above Target Expectations	B Grade: At Target Expectations	Resubmission Required: Below Target Expectations
Understanding and Application	Demonstrates a thorough understanding of the content; integrates theory with practice seamlessly, using detailed examples or applications that extend beyond the course materials.	Shows a solid understanding of the material; provides appropriate examples or applications that link theory to practice.	Coursework is missing required components or does not meet target expectations. Coursework will be returned for resubmission with evaluator instructions.
Critical Thinking and Analysis	Exhibits a high level of critical thinking and innovative analysis; makes insightful connections and distinctions that reveal deep comprehension.	Demonstrates adequate critical thinking; analysis is correct but lacks depth, with few connections made that are not explicitly discussed in course materials.	
Clarity and Organization	Assignment is well-organized and clear; ideas are articulated clearly and logically, enhancing the reader's understanding.	Assignment is organized and clear; ideas are generally well-expressed but may lack occasional clarity or logical flow.	
Integration of Content and Reflection	Integrates multiple ideas from course resources and activities; incorporates reflective insights that	Integrates few ideas from course resources and activities; reflection is present but may be somewhat superficial or less detailed	

	demonstrate personal growth and professional application.	about personal and professional implications.	
Adherence to Assignment Guidelines	Fully adheres to all assignment instructions and format guidelines; exceeds basic requirements by enriching the assignment with additional relevant content or innovative ideas.	Meets basic assignment instructions and guidelines; fulfills the requirements satisfactorily without significant additional elements or creativity.	

Collaboration

Collaboration is a key component of the learning experience, designed to promote a supportive and inclusive learning environment where diverse perspectives are valued and respected. Teaching Channel asks learners to interact with their peers through discussions, participate with colleagues in collaborative assignments, and engage with embedded tech tools. Additionally, learners interact with the credentialed course evaluator who provides personalized feedback on assignments.

Academic Integrity

While collaboration is encouraged, each learner must complete their own assignments and assessments individually, ensuring the integrity and originality of their work. Any instances of academic dishonesty, including plagiarism or unauthorized sharing of work, will be addressed in accordance with Teaching Channel's [Collaboration and Plagiarism Policy](#).

Artificial Intelligence

We recognize that artificial intelligence (AI) is an emerging and evolving technology that is embedded into many aspects of our personal and professional lives. Just as with other emerging technologies, we embrace the benefits it can provide for teachers, such as enhancing efficiencies for teacher planning, designing differentiated materials, and assisting as a thought partner. However, we encourage the educator community to stay mindful that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic.

Please use the following guidelines if completing your work with the assistance of AI:

- Consider AI as a collaborator and use your preferred tool(s) to generate ideas that enhance your learning and creativity.
- Modify any AI generated output to make it your own (e.g. applicable to your audience, differentiated for unique student needs, relevant to your educational environment) and to meet course requirements.
- To the best of your ability, verify the AI generated coursework you are submitting is accurate and without bias.

Course Outline

Module 1

This module introduces educators to the role of generative AI in teaching and learning, focusing on Large Language Models (LLMs) and AI-powered chatbots. Educators will explore AI's potential for enhancing instruction while critically evaluating its limitations, ethical implications, and data privacy concerns. Through hands-on exploration, they will develop the skills to assess AI tools, apply best practices for responsible use, and leverage AI to support teaching and administrative workflows.

Outcomes:

Participants will be able to:

1. Explain the fundamental concepts of generative AI, including how Large Language Models (LLMs) function and their applications in education.

2. Evaluate AI tools for classroom use by applying ethical considerations, data privacy standards, and the "5 P's" framework.
3. Demonstrate effective prompting techniques to interact with AI chatbots and optimize their use for lesson planning, differentiation, and administrative tasks.
4. Analyze the benefits and challenges of integrating AI in education, identifying strategies for responsible and effective implementation.
5. Apply the Keep-Stop-Start framework to refine current teaching practices, and develop a plan for professional growth.

Assignments

- 1.1 Activate Your Learning
- 1.2 Investigate and Respond
- 1.3 A Teacher's Guide to Responsible and Safe Use of AI Tools
- 1.4 AI as Your Teaching Assistant
- 1.5 Harnessing AI Chatbots in Education
- 1.6 Keep-Stop-Start

Module 2

In Module 2, educators will explore how to support students in navigating a world where AI is increasingly integrated into learning. From rethinking assessment and academic integrity to teaching AI literacy and exploring classroom-ready tools, this module provides a roadmap for using AI in ways that are ethical, inclusive, and student-centered. The assignments and journal reflections in this module lay the foundation for designing future-ready learning experiences.

Outcomes:

Participants will be able to:

1. Define and apply key concepts related to academic integrity and plagiarism in the age of generative AI.
2. Design or adapt classroom assignments to be AI-resistant or AI-integrated, with clear expectations for ethical student use.
3. Identify developmentally appropriate goals for teaching AI literacy and select resources to support instruction in their own grade level or content area.
4. Evaluate and select AI tools that support student learning, creativity, and accessibility based on instructional goals and learner needs.
5. Apply the Keep-Stop-Start framework to refine current teaching practices, and develop a plan for professional growth.

Assignments

- 2.1 Rethinking Plagiarism and Assessment in the AI Era
- 2.2 Building Student AI Literacy
- 2.3 Empowering Students to Learn with AI
- 2.4 Making Learning Accessible
- 2.5 Keep-Stop-Start

Optional Discussion

Module 3

Module 3 is your opportunity to synthesize all the knowledge and strategies you've gained throughout the course. You will reflect on your professional growth, finalize your Keep-Stop-Start reflections, and complete a culminating project designed to apply your learning directly to your professional context.

Outcomes:

Participants will be able to:

1. Create a practical AI Playbook that demonstrates a clear vision, defined goals, and a strategic plan for meaningful AI integration in an educational context.
2. Design an AI-supported learning experience or professional workflow that reflects ethical, purposeful, and effective use of AI tools.

- Evaluate the anticipated impact of AI implementation by identifying success indicators aligned with instructional or professional goals.
- Evaluate teaching strategies and routines by finalizing the Keep-Stop-Start document, justifying your choices with detailed explanations.
- Reflect on professional growth and describe how AI integration will influence future practices, student learning, or broader school initiatives.

Assignments

3.1 Tell Us About Yourself

3.2 Culminating Project

3.3 Keep-Stop-Start

3.4 Reflect on Your Growth and Impact

Optional Discussion

Module 3 Rubric

Criteria	Ratings		
Assignment 3.1	Prompt Addressed	Prompt Partially Addressed	Prompt Not Addressed
Assignment 3.2	<p>A Grade: Above Target Expectations</p> <p>Coursework is above target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>B Grade: At Target Expectations</p> <p>Coursework meets target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>No Grade: Below Target Expectations</p> <p>Coursework is missing required components or does not meet target expectations. Coursework will be returned for resubmission with evaluator instructions.</p>
Assignment 3.3	<p>A Grade: Above Target Expectations</p> <p>Coursework is above target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>B Grade: At Target Expectations</p> <p>Coursework meets target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>No Grade: Below Target Expectations</p> <p>Coursework is missing required components or does not meet target expectations. Coursework will be returned for resubmission with evaluator instructions.</p>
Assignment 3.4	<p>A Grade: Above Target Expectations</p> <p>Coursework is above target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>B Grade: At Target Expectations</p> <p>Coursework meets target expectations as defined in the Detailed Holistic Rubric, included in the course syllabus.</p>	<p>No Grade: Below Target Expectations</p> <p>Coursework is missing required components or does not meet target expectations. Coursework will be returned for resubmission with evaluator instructions.</p>

Module grade is based on the level to which the participant meets rubric criteria. The Module 3 grade will also be recorded as the final course grade.

Knowledge Base:

This course draws on research from the following sources:

AI for Education. (2023). AI for Education. <https://www.aiforeducation.io/>

The AI Education Project. (2023). aiEDU. Retrieved March 17, 2025, from <https://www.aiedu.org/>

Cao, L., & Dede, C. (2023). Navigating A World of Generative AI: Suggestions for Educators. The Next Level Lab at Harvard Graduate School of Education. President and Fellows of Harvard College: Cambridge, MA.

Clark, H. (2023). The AI Infused Classroom: Inspiring Ideas to Shift Teaching and Maximize Meaningful Learning in the World of AI. Elevate Books Edu.

Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [March 17, 2025].

Common Sense Media (2023, April 15). AI and Our Kids: Common Sense Considerations and Guidance for Parents, Educators, and Policymakers [Position paper]. Retrieved from <https://www.commonsemmedia.org/>

Fitzpatrick, D., Fox, A., & Weinstein, B. (2023). The AI Classroom: The Ultimate Guide to Artificial Intelligence in Education. TeacherGoals Publishing.

Miller, M. (2023). AI for Educators: Learning Strategies, Teacher Efficiencies, and a Vision for an Artificial Intelligence Future. Dave Burgess Consulting, Incorporated.

Office of Digital Teaching & Learning at North Carolina Department of Public Instruction (2024). "North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools." https://go.ncdpi.gov/AI_Guidelines. Accessed March 17, 2025.

Shah, P. (2023). AI and the Future of Education: Teaching in the Age of Artificial Intelligence. Wiley.

U.S. Department of Education, Office of Educational Technology. (2023). Artificial Intelligence and Future of Teaching and Learning: Insights and Recommendations. Washington, DC. Retrieved from <https://www.ed.gov/sites/ed/files/documents/ai-report/ai-report.pdf> on March 24, 2025.

Course Wrap-Up

Final Course Grade

Each module must be completed to enable a final grade to post. For Modules 1 and 2, a Progress Check grade of 80% or higher must be recorded. These grades are not factored into the final course grade. Your final course grade will be earned by your written submission for Module 3. Participants may earn a final grade of either an "A" or "B".

Once your final grade has posted in the course, that grade will be visible in your Account within 24 hours only if:

- Grade release date has passed
- All payments are complete if you are a part of a group registration, or used a purchase order payment

Transcripts

Visit our website for more details on how to request your transcript from the university partner selected upon registration.

We Are Here to Help!

Our Customer Support Team
is available to help you with:

- Registration Information
- Textbooks
- Shipping Information
- User Login/Password Questions
- Coursework Extensions
- Final Grade Questions
- Updating Your Customer Records

Phone: 952-469-3454

Email: Support@teachingchannel.com

Live Chat

Our Course Instructor Team
is available to help you with:

- Completion of Course Requirements
(including content-specific questions, accommodations, and modifications)
- Course Recommendations
- Module Grade Questions

Phone: 952-469-3454

Email: Instructor@teachingchannel.com

Instructor Help Form

