

# Managing Executive Functions with the Teacher Workbox

## Course Syllabus

### Course Details:

3 graduate credits after satisfactory completion of course assignments

LMS platform - Google Classroom

This course is presented by Organize 365

\*\*Students will be emailed information about logging into the course within 72 hours of registering with Ashland.

### Instructor Information:

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### Course Description:

Learning organizational skills is important for all students and educators, especially those who struggle with executive function and may have an ADHD diagnosis. There is very little support in place to help teachers organize and maintain all of the administrative tasks that are assigned to them. Through this course, educators will learn about improving executive function through strong organization and purposeful systems, will set up a Teacher Workbox to manage paperwork and administrative tasks, and will engage with a community of fellow educators to share ideas and support.

### Learning Objectives:

1. Participants will investigate how ADHD impacts both students' and teachers' executive function and explore ways to externalize executive function and reduce the load of the mental to-do list.
2. Participants will develop a system to make the invisible administrative work visible so they can streamline, automate, or eliminate it in order to spend more time on tasks that directly impact student success.
3. Participants will actively participate in an online learning community to build strong support systems that will help educators combat overwhelm and burnout.
4. Participants will create a plan for maintaining organizational systems that help eliminate administrative overwhelm and prioritize time with students.

**Class Schedule:**

<b>Module 1: Getting Started</b>		
<i>Type of Activity</i>	<i>Description of the Activity</i>	<i>Due Date (suggested)</i>
Video	Introduction and Welcome	
Discussion	Introduce yourself!	9/13
Podcasts	Familiarize yourself with the framework	
<b>Module 2: ADHD and Organization</b>		
<i>Type of Activity</i>	<i>Description of the Activity</i>	<i>Due Date (suggested)</i>
Reading	Complete a few readings on the topic	
Video	Watch a video on the topic	
Discussion	Complete a reflection question and respond to peers	10/4
<b>Module 3: The Teacher Workbook</b>		
<i>Type of Activity</i>	<i>Description of the Activity</i>	<i>Due Date (suggested)</i>
Videos	Watch a series of videos	
Assignment	Complete an assignment for each video	
Project	Set up your workbook	10/18
Assignment	Attend a coworking time or watch a replay	
Discussion	Complete a reflection question and respond to peers	11/1
Assignment	Attend Teacher Camp (or watch the replay)	
<b>Module 4: Supporting Students Through Organization</b>		
<i>Type of Activity</i>	<i>Description of the Activity</i>	<i>Due Date (suggested)</i>
Reading	Complete a reading on the topic	

Video	Watch a video on the topic	
Podcasts	Listen to podcast episodes on the topic	
Assignment	Adapt a lesson plan to use with their students	11/15
Discussion	Complete a reflection question and respond to peers	11/15
<b>Module 5: Practice! Practice! Practice!</b>		
<i>Type of Activity</i>	<i>Description of the Activity</i>	<i>Due Date (suggested)</i>
Activity	Utilize their Teacher Workbox	Ongoing
Survey	End of Course Survey	12/2
Project	Reflection paper answering specific questions	12/2