



# MODULE CATALOGUE

## **Preamble**

All vocational and other higher education fields are human enterprises so human rights and responsibilities are basic matters in how we treat people fairly with appreciation, dignity, and respect and without prejudice when it comes to recruitment, retention, promotion, and termination in workplaces, and in other areas of our lives. So especially in the 21st century plural world in which we live, those who wish to go far in life within and outside their communities and countries must learn how to authentically understand and embrace human rights and responsibilities no matter their vocation or other occupation. This is what our highly skilled ASARPIversity instructors strive to do in their certificate for completion six to twelve weeks courses. Our courses challenge learners, usually working people to rigorously "apply and test academic theories in practical workplace and in community settings" regarding human rights and responsibilities matters. Our instructors are distinguished in their certified reputations and in the practical ways they teach and encourage learners to not only think out of the box but to create new boxes.

## **Teaching and Learning Perspectives**

While the Instructor is a Facilitator, Coach, Learner, and Quality Learning Coordinator, Learner Participants are experienced adults interested in learning updated, innovative, diverse, inclusive, and otherwise justice best practices in their field of expertise or one they wish to grow into. Respecting Everyone, Hearing Everyone, Reading, Thinking, Applying, and Peer Group Sharing are core teaching and learning experiences. The instructor and participants will select readings via Google to discuss and apply weekly and integrate into the project assignments through analysis and citations/references. Upon registration, the instructor and participants will be required to sign a civility and integrity statement to assure all will be treated with respect, do their own work, and give deserved credit.

## **Instruction Methodology**

The ASARPI pedagogy of instruction is Round Robin to assure participation from everyone.

## **ASARPI Ethical Code and Core Values**

Please see the above attached .

## GENERAL INFORMATION

- **Calendar Year:**
- **Course Title:**
- **Course Code:**
- **Duration (hrs):** 10 weeks 3 hours per week
- **When Offered: Weeks, Day, Time**
- **Course Delivery Requirements**
  - A. 3 hours Discussion Facilitation Seminars (Most Odd Numbered Weeks)
  - B. 3 hours Peer Applications and Reflections Experiences (Most Even Numbered Weeks)
  - C. Course Long Group Peer Project Assignment
  
- **Total Number of Hours: 30**

## AIMS

- **Foster Collaborative Teaching and Learning:**

Requires instructors and learners to engage in meaningful peer group discussions and reflective activities that promote the integration of diverse perspectives and justice-oriented practices.

- **Analytical and Practical Skills Learning and Reflection**

Instructors and learners critically engage concepts and applications in seminars, in workplace/community settings, and in peer discussions and course long project assignments recorded during seminar and peer application weeks.

- **Promote Respectful, Inclusive, and Participatory Teaching and Learning Environments**

Cultivate a participatory teaching and learning atmosphere that is both inclusive and respectful and that also emphasizes justice, transparency, civility and integrity.

## OUTLINE SYLLABUS

### Through Contact Hours:

Week (s)	Activities
1	Orientation Seminar
2	3 hours Peer Applications and Reflections Experiences
3	3 hours Discussion Facilitation Seminar
4	3 hours Peer Applications and Reflections Experiences
5	3 hours Discussion Facilitation Seminar
6	3 hours Peer Applications and Reflections Experiences
7	3 hours Discussion Facilitation Seminar
8	3 hours Peer Applications and Reflections Experiences
9	3 hours Discussion Facilitation Seminar
10	Final Project Reporting Week

### Through Self-Learning:

- Weekly field assignments and Online peer meetings.
- Mid-term progress report and final project report.

## LEARNING OUTCOMES AND ASSESSMENT CRITERIA

Learning Outcomes	Assessment Criteria
1. Understand the role of Community or /& Workplace applications and social responsibility.	Active participation in peer discussions and weekly assignments.
2. Collaborate effectively in small peer groups.	Demonstrated teamwork during group
3. Deliver progress and reflective reports effectively	Progress and Final project reports reflecting Community or /& Workplace applications. Final seminar presentation and written reports.
4. Understanding knowledge based issues	Assessed by the ability to discuss, cite and reference and test real life situations

## COORDINATORS

<b>Programme Coordinator: [To be assigned]</b>	<b>Module Coordinator: [To be assigned]</b>
--	---

## ASSESSMENT

- **Attendance:** Full attendance or one missed class with valid excuse.
- **Participation:** Active engagement in seminars and peer groups.
- **Assignments:**
  - 1) Required to submit an 8-10-page single spaced progress report on your project
  - 2) 15-30 pages in length double spaced font 12 including references in APA citation format.Groups will be asked to do 12-minute presentation with a division of labour among members.

## RECOMMENDED RESOURCES

- The instructor will provide reading materials, case studies, and videos weekly.

## APPROVAL BY DIRECTOR

Module Catalogue approved at Departmental Meeting on \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **ASARPI Ethical Code**

All responsibilities within ASARPI are value driven rather than material driven, requiring the highest degrees of loyalty, professionalism, ethics, self-motivation, impeccable integrity, and transparency.

**As such, it is expected that, always, you:**

- Maintain utmost professionalism in speech, actions, and dress code.
- Do not make use of office or enterprise or professional or personal material, such as equipment, facilities, technology, publications, garments, symbolic (e.g., name or human (board, executive, staff) for personal use unless authorized by the Director or a person designated by him.
- Keep all office, enterprise, professional and personal data, communications, and contacts confidential even after this collaboration ends.
- Inform, in writing within 24 hours, the Director or any person designated by him of actual or potential conflicts of interests which actually or may potentially come in conflict and/or competition with the professional activities, mission, goals, public relations or operations of ASARPI.
- Refrain from saying or doing anything which causes reputation or physical injury to the Director or any of the professional activities of ASARPI.
- Ensure zero tolerance for any kind of harassment, be it sexual, moral, or otherwise, against any human individual or group.
- Demonstrate utmost honesty in carrying out your professional responsibilities and giving deserved credit to others.
- Display understanding, empathy, and patience, irrespective of the circumstances.

## **ASARPI Organizational Values**

### **The Eight T's:**

- Teamwork
- Tenacity
- Tenderness
- Thoughtfulness
- Thoroughness,
- Transformative
- Transparent
- Trustworthiness.