



# Applied Economics & Statistics

## PROFESSIONAL DEVELOPMENT COURSES

### Guidelines

All our distance education courses have been designed for you to be able to complete the project and/or reading assignments in less than 20 hours. Accordingly, you will be working with one of our faculty for a period of four weeks, who will get you involved with a set of materials to be handled in chronological steps by having your coursework moving towards the completion of each assignment over an average of four hours per week on your own.

Instructors should be available at all times for you to successfully complete your project/assignments as you learn the related materials. Most of our faculty should be on campus doing research or teaching regular classes and will return your calls or email messages as they become available.

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He is an example of how our professional development courses are handled:

- Student registers by filling out a form and sending it along with the check to the following address: Distance Education, 279 Barre Hall, Clemson, SC 29634-0313. Check should be made to *Clemson University*.
- Student buys the assigned books at [www.amazon.com](http://www.amazon.com), or any nearby bookstore or online store.
- Student receives a confirmation of his registration and is asked for a confirmation that the book has been purchased and has arrived.
- Instructor sends a welcome e-mail message to all students along with the roster, so anyone can be in contact with other students.
- Assignments are sent to students on Mondays and students have seven days to complete the assignments which should be completed by the following Sunday.
- On the last Monday of the distance delivered course, no assignments are posted. Students have the rest of the week to write an essay on the material learned in a Powerpoint presentation format. Powerpoints should be returned by Friday.
- The instructor wraps up the course with a presentation of the students' comments about what they learned from the course.

A sample calendar of a distance education course from the Department of Applied Economics and Statistics should look like this:

# January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 WELCOME E-MAIL	5 FIRST DAY / 1 <sup>ST</sup> ASSIGN. HAND OUT	6 DISCUSSIONS QUESTIONS LIVE / E-MAIL	7 DISCUSSIONS QUESTIONS LIVE / E-MAIL	8 DISCUSSIONS QUESTIONS LIVE / E-MAIL	9 FIRST DRAFT DUE / 1 <sup>ST</sup> ASSIGN.	10
11 1 <sup>ST</sup> ASSIGN. DUE	12 2 <sup>ND</sup> ASSIGN. HAND OUT	13 DISCUSSIONS QUESTIONS LIVE / E-MAIL	14 DISCUSSIONS QUESTIONS LIVE / E-MAIL	15 DISCUSSIONS QUESTIONS LIVE / E-MAIL	16 FIRST DRAFT DUE / 2 <sup>ND</sup> ASSIGN	17
18 2 <sup>ND</sup> ASSIGN. DUE	19 3 <sup>RD</sup> ASSIGN. HAND OUT	20 DISCUSSIONS QUESTIONS LIVE / E-MAIL	21 DISCUSSIONS QUESTIONS LIVE / E-MAIL	22 DISCUSSIONS QUESTIONS LIVE / E-MAIL	23 FIRST DRAFT DUE / 3 <sup>RD</sup> ASSIGN	24
25 3 <sup>RD</sup> ASSIGN. DUE	26 POWER- POINT FILE	27 POWER- POINT FILE	28 POWER- POINT FILE	29 DUE DATE POWERPOINT FILE WITH REMARKS	30 LAST DAY / FINAL REMARKS	31

This schedule may differ from one instructor to the next. Some instructors will leave to the discretion of the student when to return a particular assignment. Others will prefer to get you to work on the assignment on the weekends and return it on Mondays. There should be other instructors who will have one single assignment and all four weeks will be allocated for you to focus on the completion of it.

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The content of each course is entirely developed by the faculty member who value continuing and professional education highly because of the enormous personal sacrifices they make to deliver it with high quality. These are the same instructors who have been teaching our graduate and undergraduate students at the Department of Applied Economics and Statistics. Every 10 hours of distance education is equivalent to 1 continuing education unit (CEU), which will be awarded a the completion of any of our courses.

For additional information, please contact:

Wilder Ferreira, Extension Associate and Instructor

(864) 656-5785, wferrei@clermson.edu