

# **Institute for Public-Private Partnerships, Inc. Online Training Course Introduction**

**To: Participants in the Upcoming Online Training Course**

**Fr: Global Training Division  
Institute for Public-Private Partnerships, Inc (IP3)**

**Re: Process for Taking an ONLINE Course**

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Greetings to you from the training staff of IP3! We welcome you to our online course for what will be an exciting and engaging program.

24 hours prior to the start date of the course (which is usually on a Wednesday), IP3 will be emailing you the following information:

1. A link, username, and password that you can use to log in to the course site ([www.coursesites.com](http://www.coursesites.com))
2. An attached document in PDF titled, "Navigating the Course Site"
3. An attached document in PDF format titled, "Course Syllabus"
4. An attached document in PDF format titled, "IP3 Action Planning Process"

Please make sure you have PDF functionality. If you do not, you can upload a free copy of Adobe Reader at [www.adobe.com](http://www.adobe.com).

## **What can you expect?**

The course lasts three weeks and consists of three modules. Each module has a series of assignments that must be completed over a one-week period of time and with specific deadlines. The weekly assignments include:

- Reviewing topical "content-enriched" documents and case studies and posting responses to questions into a Discussion Board thread;
- Engaging in online group "discussions" and debates with fellow participants on the course content sessions, case studies, and action plan development;
- Developing a strategic "check list" of action items for yourself; and
- Engaging in direct communications and receiving personal and professional feedback from our "Course Facilitator" and special guest commentators on your work progress.

You will be graded on a "pass-fail" format based on accurate and timely completion of assignments, level of participation in the discussion board communications, and the content/structure of your action plan. Successful completion of the course will earn you 3.0 continuing education units (CEUs). We estimate that the assignments will take approximately 10 hours per week. You can complete your assignments whenever you want during each one-week period, however, be mindful of each set of deadlines for submitting your assignments.

1010 Wisconsin Avenue, NW, Suite 250  
Washington, DC 20007

Tel: 1-202-466-8930 \* Fax: 1-202-466-8934 \* email: [training@ip3.org](mailto:training@ip3.org) \* [www.ip3.org](http://www.ip3.org)

# **Institute for Public-Private Partnerships, Inc.**

## **Online Training Course Introduction**

Your class will consist of participants from around the world, providing you with a tremendous opportunity to gain new insights, meet new friends, and develop life-long professional relationships.

### **Course Platform**

Blackboard, Inc provides the "platform" IP3 uses for our online courses. The interface is very user friendly and works well with both low and high-bandwidth connections. If you would like to learn more about their services, please go to [www.blackboard.com](http://www.blackboard.com).

When you receive the initial materials, please review them several times very carefully. After you log on for the first time, please take some time to "navigate" through the course site so you can become familiar with the functions. It may be a little confusing for you for the first module, but after that, everything should go smoothly.

### **Course Tuition Payments**

Please note that in order to receive the course materials and course log in information, your tuition fees must be paid in full. IP3 previously sent you an invoice for the tuition amount due. For your reference, payment-processing information is included below:

**By Wire Transfer** (be sure to include the name of the participant on the transfer):

BB&T Bank  
1365 Wisconsin Avenue, NW  
Washington, D.C. 20006, USA

ABA Routing Number: 054001547  
Account Name: Institute for Public-Private Partnerships, Inc.  
Account Number: 5160019184

**By Credit Card (MasterCard or Visa):**

Please follow the link below to our secure payment site. Follow the instructions on the form and fill it out completely to submit your payment/deposit.

<https://www.ip3.org/secureCC.htm>

**By Check:**

Please make payment in US dollar payable to "The Institute for Public-Private Partnerships."

Please remit payment to the following:

The Institute for Public-Private Partnerships, Inc.  
1010 Wisconsin Ave., NW, Suite 250  
Washington, D.C. 20007, USA  
Attn: Accounting Department

We look forward to your participation!

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