

Online College Teaching Institute Syllabus & Schedule

Summer 2018

Instructor

Guieswende Rouamba

Educational Technologist

Center for the Study of

Languages and Cultures

University of Notre Dame

Email: grouamba@nd.edu

Phone: 574-631-1332

Co-designers

G. Alex Ambrose

Associate Program Director

Kaneb Center for Teaching & Learning

University of Notre Dame

Email: gambrose@nd.edu

Phone: (574) 631-8715

Kristi Rudenga

Assistant Director

Kaneb Center for Teaching & Learning

University of Notre Dame

Email: krudenga@nd.edu

Phone: (574) 631-1874

If you have questions, please contact either Guieswende Rouamba at grouamba@nd.edu, Alex Ambrose at gambrose@nd.edu or Kristi Rudenga at krudenga@nd.edu. The instructors will log-on to the course website most days of the week and will attempt to respond to all emails within 24 hours during normal business hours, M-F.

Introduction

Online College Teaching Institute (OCTI) training takes participants through the main steps of course planning and development and introduces the pedagogical approaches, design principles, and technological tools that facilitate online learning. This training includes online hands-on learning activities and active weekly discussions facilitated by Notre Dame instructional designers and teaching and learning specialists.

As they progress through this training, graduate students will:

- develop their online teaching skills
- develop some facility with learning management systems (Canvas)
- experience what it is like to be an online learner
- engage with colleagues in the discussion forums

By the end of this training, participants will be able to apply effective pedagogical methods and employ commonly used tools to be effective online teachers. This training will be delivered primarily online via Canvas over a six-week period.

Course Topics

- Week 1: Introduction to Online Teaching
- Week 2: Online Course Planning
- Week 3: Online Assessments
- Week 4: Designing Learning Activities
- Week 5: Instructor Presence & Discussion Board
- Week 6: Course Management and Accessibility

Structure

The course website is divided into several pages:

- the "Announcements" page provides course updates.
- the "Syllabus" page displays the course syllabus and lists all graded activities with their due dates.
- the "Modules" page is where all course content can be found.
- the "Grades" page shows your scores (complete = 1 point; incomplete = 0 point).

Weekly Modules

The course is structured around six modules that focus on the primary skills and issues critical to online teaching. Each module follows a similar organization and includes:

- Read - best practices for teaching and implementing various online learning activities.
- Watch - videos of instructors sharing their experience teaching online courses.
- Apply - breakdown of steps to apply what you learned in your Canvas sandbox.
- Discuss - A chance to more deeply engage with the course material in groups of about 7.

Assessment & Grading Policy

There are no grades per se for the course. Assessments (discussions and applications) will receive a complete = 1 point or incomplete = 0 point. There is mandatory reflection paper (2-4 pages) at the end of the institute to allow you to reflect on what you have learned and how you will apply it in your future face-to-face or online instruction. Participants who complete at least 80% of the course receive an Online College Teaching Certificate from the Kaneb Center.

The assignments are structured to help you develop a course skeleton and at least one Module by the end of the institute while solidifying your knowledge base. Please start thinking about a course that you may want to develop during this institute.

Additional support

We have created a module titled "**General Information**" which is intended for questions you may have during this training. Participants are encouraged to respond to their peers' questions. This section also contains a Share Resources tab, where you could share resources with your peers.

Office Hours are available Tuesdays 10:00 AM to 11:00 AM ET and Fridays 11:00 AM - 12:00 PM ET via the ZOOM web conferencing software. Please click the "Virtual Office Hours" link in the "General Information" Module to open the ZOOM meeting space.

Canvas Sandbox

Each module provides you with tutorials designed to help you become familiar with learning management systems. In this professional development, we will be using the Canvas Learning Management System (LMS). Participants will also have the opportunity to create their own sandbox course. A "sandbox" course serves as a place where you can explore features, experiment using course tools, and practice building a course using the skills and knowledge you learn during the institute.

Expectations

OCTI participants are expected to make a commitment to contribute to discussion forums. Plan to log-on to the course site regularly, complete the module assignments, read what's been posted by both the facilitators and other participants, and post a substantive response. A minimum of two to three sessions per week will be necessary to successfully complete the institute. If you are going to be absent (offline) for an extended period of time, please be respectful of your colleagues and post a notice to your small group in the group discussion forum.

Your active participation in this workshop is key to a productive online learning experience.

Technical Requirements

These technical requirements will allow you to access the Institute site successfully, send/receive online communications, complete assigned activities, and view multimedia content:

- An active e-mail address in Canvas (view the Canvas Guide [How do I add an additional email address as a contact method in Canvas as a student?](#) if you need to add an e-mail address)
- An Internet connection (preferably high speed)
- A supported Web browser (Mozilla Firefox or Google Chrome are strongly recommended; see Canvas's [Supported Browsers](#) requirements for more information)
- A word processor (such as OpenOffice Writer or Microsoft Word)
- [Adobe Reader](#) (to view PDF files)
- A media player (such as the [VLC Media Player](#))

The technology skills you will need to succeed in this course are a basic familiarity with a Web browser, e-mail, word processing, and the ability to locate specific information on the Internet.

Online College Teaching Certificate

After completion of this institute, you will receive an Online College Teaching Certificate from the Kaneb Center for Teaching and Learning. Certificates will be awarded to participants who complete at least 80% of the assignments.

Schedule/Deadlines

Modules run from Monday at 12:00 AM to Sunday at 11:59 PM. You should begin each week by checking the module for that week to get a sense of the activities and see the due dates. Typically, you will have discussion board posts due by Thursday, and responses and application work due by Sunday. Since the course depends so much on sharing information and responding to each other's postings, the discussion needs to be completed within the assigned time frame. You will see that much of the success of an online course depends upon student participation and punctuality in order both to build a learning environment and preserve the pace of the course.

Dates	Modules
Module 1	

6/25 - 7/1	Introduction to Online Teaching
MODULE 2	
7/2 - 7/8	Online Course Planning
MODULE 3	
7/9 - 7/15	Online Assessments
MODULE 4	
7/16 - 7/22	Designing Learning Activities
MODULE 5	
7/23 - 7/29	Instructor Presence & Discussion Board
MODULE 6	
7/30 - 8/5	Course Management and Accessibility