

Syllabus

Online Teaching: Is it for me?

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Overview

Online Teaching: Is it for Me? is a mini-course introducing online instruction to teachers. It is part of Region 4 Education Service Center's (Region 4) growing Internet-based professional development courses and workshops developed specifically for K-12 education professionals. **It is designed to be an introduction and orientation for those professional educators who are considering teaching using the online format.**

This training's purpose is to present an all-inclusive, organized setting in which educators become familiar with a highly interactive online class from both a student's and instructor's perspective. This training is delivered using both online and face-to-face components.

Course Objectives

1. To **experience** the richness available through online courses
2. To **acquire** authentic knowledge about the online learning medium by way of individual reflection through the Discussion Forums with other online participants
3. To **observe** techniques used to aid online students in independent growth through group collaboration
4. To **participate** in pragmatic activities that the participant may use to teach an online course
5. To **develop** a practical working knowledge in using Blackboard's interface

General Expectations

Participants are expected to complete all required assignments, readings, and interactions via the Discussion Board. Discussion forums are areas within Blackboard through which participants post assignments and thoughts. Other participants then respond to these initial postings. Participants are **expected to respond to a minimum of two original postings in each forum.**

It is estimated **participants will take two days to complete each module**. If an extension is needed, it is the responsibility of the participant to contact the instructor with the request.

Specific Expectations

Attendance

- Participants are expected to be present and contribute to class activities in **at least 10 days during the online portion of the training** (attendance)
- Participation is measured by communicating through Discussion Forums and/or having checked in with the instructor via messaging.
- Participants are required to post assignments and ideas within each forum. They are also expected and required to respond to other participants' postings.
- Participants are required to post and reply within the Water Cooler forum discussion area a minimum of 3 times
- Participants are required to attend both days of the face-to-face workshop

Grading Policy

100% completion of all activities is required. Each activity is worth 10 points. Upon successful completion of each activity, credit will be shown in the participant's **My Grades** tool as a green check. Submission of the Final Course Survey must be submitted in order to receive a certificate of completion and 9 CPE's.

Participation:

Participants are expected to participate in all discussion forums and to reply and offer peer review for activity postings.

Class Standards:

Discussion Board forums are to be used for transmittal of class materials and collaboration. **Netiquette among participants is expected.**

Required Materials:

Printouts of all lectures, readings, assignments, and checklists of this mini-course is recommended.

Technical Issues

Ask for help from any source who may help you: this includes your students, your instructor, your friends, your campus tech coordinator, etc.

Minimal Technology Hardware/Software

- Platform: Window 95, 98, 2000, NT, XP, or an equivalent operating system
- Hardware: Pentium, Celeron or AMD processor running at 350+ MHz, 64 MB of RAM, 5 G of free disk space
- Microsoft Office 97 or higher
- Adobe Acrobat Reader
- Internet Explorer 5.5 or higher
- 56Kbps modem, personal email account
- Recommended: Microsoft PowerPoint or PowerPoint Viewer, sound card, speakers, printer, CD-ROM drive.

Technological Failure Contingency

Contact instructors or campus/service center technology specialists ASAP

Special Needs

Consideration will be given to those individuals who require adaptations because of physical disabilities. Adjustments will be made according to those requirements needed to meet those needs. Contact the instructor. Every attempt has been made to meet ADA requirements.