



Teach Online Seminar 3.0

The Office of Instructional Technology & Distance Learning

Syllabus

Course Description

The participant will use the resources and activities of this seminar to design and create an educationally sound online class. The modules discuss learning and teaching online practices; teaching strategies that engage students wherever they are and promote their success; communication and collaboration activities; class interactions; and designing assessment methodologies appropriate for the online environment. At the end of the seminar, the participant will complete the fundamental planning process and deliverables necessary for designing an online class that is aligned with the Online Education Initiative Course Design Rubric.

Course Objectives

1. Compare and contrast syllabi for on-ground courses vs. online courses
2. Identify the elements of an effective online course syllabus
3. Design and compose a syllabus for an online course
4. Examine the various methods of helping online students acclimate to an e-learning environment.
5. Develop an outline for an online course orientation
6. Recognize elements of learning guides
7. Recognize the benefits of chunking course content
8. Recognize the need to design the course from the student's point of view
9. Analyze the various methods of assessing student work in an online environment
10. Identify common challenges associated with assessing work in an online environment
11. Evaluate various instructor/student contact strategies
12. Compare and contrast innovative techniques used for effective instructor-to-student contact in an online environment.
13. Identify and evaluate accessibility issues pertaining to online course environments

Course Structure

This **self-paced course** consists of four modules and is conducted entirely online. Each module is comprised of two to four learning units with the following elements:

1. An introductory lecture
2. Subject resources for further study and review
3. Unit Best Practice Share-point (optional discussion forum)
4. A development deliverable (activity)

While the seminar is self-paced and asynchronous in nature, the Online Education Coordinator serves as the course facilitator and is available to provide feedback and assistance pertaining to the module activities.

Upon completion of all four modules, participants are issued a **certificate of completion** for the Teach Online Seminar through the Office of Instructional Technology & Distance Learning (ITDL). Please note this certificate satisfies the instructional design/online pedagogy aspect of the OLET training requirement.

Required Textbooks:

There is no required textbook for this course. All materials will be provided to you within Canvas.

Online Course Access:

- If you are new to using our Learning Management System (LMS), Canvas, you are STRONGLY encouraged to view this series of [Canvas Students Tour Videos](#).
- You can access your course by logging into [Canvas](https://lbcc.instructure.com) (<https://lbcc.instructure.com>).

Communication:

The best and quickest way to contact the course facilitator is via email. Your messages will be addressed within 24-48 hours. In addition, you are encouraged to post information you think others may find helpful to the “The TOS Lounge” discussion board. Feel free to participate in responses to assist your fellow classmates.

Time Commitment:

This course consists of five fully online modules. The course is designed to be completed within 9 weeks with an estimated time of 2 - 3 hours each week spent on completing the material. There will be multiple mandatory assignments due for each module. While there are no on-ground meetings, please feel free to schedule a face-to-face meeting with the course facilitator any time you like.

Course Policies:

- **Assignments Policy:**
Each completed assignment is reviewed by the course facilitator and assessed against a set of minimum standards germane to the topic. Feedback is often provided when necessary and upon participant request.

- **Grading Policy:**

There are a total of 10 assignments. A majority of the assignments are designed to produce elements that will be utilized in the participant's online course, while others require research done on specific topics pertaining to the course. Submitted assignments that meet the required criteria are marked as **"Complete."**

Assignments that do not meet the minimum standards receive a mark of **"Incomplete"** and must be redone based upon the feedback left by the facilitator. It is the responsibility of the participant to address any issues denoted by the facilitator regarding the assignment. Module badges are awarded once all unit assignments have been successfully completed.

Note: You **MUST** complete all the assignments and obtain ALL four badges to receive a Certificate of Completion for the course. Once a participant has enrolled in the course, they are expected to complete the required material within the 9 week period. Participants who fail to do so, or become inactive after a period of time may be dropped from the course and have to re-enroll.

Technical Requirements and Support:

- **Required Software**
 - The latest version of Microsoft Word, Microsoft Office 365
 - [Adobe Acrobat Reader](#)
- **Browsers**
 - [Supported Browsers](#)
- **IITS Faculty & Staff Help Desk**
(562) 938-4357 or (562) 938-HELP or helpdesk@lbcc.edu
 - [LBCC IT Help Desk](#)
- **OLET: Instructional Technology Development Center**
 - Please feel free to contact the [ITDC](#) with any questions you have. We will be happy to meet with you one-on-one, remotely, or during our workshops.
 - Monday-Thursday: **8:30 am–6 pm**, Friday: **8:30 am–4 pm**

Contact Information

Melvin Cobb mcobb@lbcc.edu (562) 938-4894	Online Education Coordinator Course Facilitator
Wendi Lopez wlopez@lbcc.edu (562) 938-4025	Distance Learning Specialist Technical Assistance
Dr. Hussam Kashou hkashou@lbcc.edu (562) 938-4626	Associate Dean, Online Learning & Educational Technology

Course Schedule

Module A: Course Design: Content Presentation	
Topic	Development Deliverables
Unit A1: Communicating Course Objectives	A.1: Identifying Modules and Devising a Learning Guide
Unit A2: Addressing Course Content Design	A.2: Devising a Course Orientation Outline
Unit A3: Addressing Learner Engagement & Support	A.3: Devising a Mid-Course Feedback & Evaluation Tool Outline
Unit A4: Addressing Student Support	A.4: Modifying a Syllabus for an Online Course

Module B: Interaction – Communication & Collaboration Strategies	
Topic	Development Deliverables
Unit B1: Instructor-to-Student Communication	B.1: Instructor-to-Student Communication Plan
Unit B2: Developing an Online Learning Community	B.2: Online Course Central-hub for Students

Module C: Effective Assessment Methods	
Topic	Development Deliverables
Unit C1: Assessment Expectations	C.1: Devising an Effective Assessment Plan
Unit C2: Assessment Design	C.2: Devising an Assignment Rubric

Module D: Accessibility	
Topic	Development Deliverables
Unit D1: Formatting	D.1: Developing Accessible Documents
Unit D2: Accessibility Checkers	D.2: Accessibility Self-Check Report
Unit D3: Audio & Video	