

# ETOM Online Teaching Certification Course (OTCC) Syllabus

## Description

This six week online course is designed to provide participants with the experience of being an online student while introducing them to the pedagogical and technical issues of online teaching. While participants may want to adapt their teaching materials and methods to a completely online delivery, this course is also suitable for those wishing to move only parts of their courses online (e.g. hybrid). Course instruction is based on the quality principles/standards identified in the [MCO Online Course Development Rubric](#) and focuses on four main areas:

- orientation to online teaching and learning;
- designing an online course;
- constructing an online course and
- managing and supporting an online course.

Participants will follow a design process that will help them plan their online instruction for maximum effectiveness. While participants will master the basic tools for [Blackboard](#)®, the course focuses on online teaching and can be completed regardless of what course/learning management system your institution uses.

## Competencies

Successful participants will be able to set up the design for a general course framework, including an organizational scheme (using Blackboard) and course management policies. In order to accomplish this overall goal, students will work at first on a specific module in their course (this “module” could be a unit, a lesson, a week). Participants will:

- articulate outcomes (competencies) that provide a foundation for design and focus for the learner;
- set up instructional consistency, matching outcomes, content, practice/feedback, and assessments;
- plan effective management of course materials, assignments, and interactions;
- develop effective online organization of course, including clear directions and policies for students;
- effectively use Blackboard to develop their course.

## Textbook

Susan Ko and Steve Rossen (2017) Teaching Online: A Practical Guide, Fourth Edition. Routledge, Taylor & Francis Group. This is usually quickly available from [Amazon.com](#).

## Facilitator

Your facilitator is an experienced online instructor and will be able to help you find the resources and answers you need. For specific information on the facilitator for this session, see "Contact Information."

## Timeline

This course runs for six weeks. Upon successful completion, student will be issued an ETOM/MCO Certificate of Completion. There will be activities and exercises to accomplish each week. This is not a self-paced course, so students need to commit time each week. Because we all have some experience and perspective that is worthwhile as we learn to adapt our materials and methods, a primary instructional technique is collegial discussion and feedback from peers. Thus, it is critical that each student is able to block out enough time to work on this each week and contribute to the success of others as well as themselves. We estimate that it will require 10-12 hours each week during the course. If this time requirement is not feasible, we suggest that students consider taking the course at a different time.

## Assignments

This certification assumes that each student has a course to work on. Students are expected to complete a sample module during the course; moreover, they are expected to share the development of this module and the final product with others. If a student is not currently in a position where they are teaching a course, there are some other options:

- find someone who is interested, and partner with them to use their materials to work on this course (this person does not have to be in the same field)
- use materials from a course previously done, or hope to do in the future
- come up with another solution to providing input and check this with the facilitator.

This course is not designed for those who simply wish to look on. There is a lot of good material available for those who simply want to know more about online teaching without actual participation in a course. If this is the case for you, please ask your Facilitator for some recommendations.

## Outline

- *Part I - Getting Started*
  - Week One
    - Reading: Chapters 1 and 2
    - Topics: Delivery Formats, Institutional Resources, Curriculum
- *Part II - Putting the Course Together*
  - Week Two
    - Reading: Chapters 3, 4 (Optional) and 5
    - Topics: Syllabus, Schedule
  - Week Three
    - Reading: Chapter 6
    - Topics: Structure, Organization
  - Week Four
    - Reading: Chapters 7, 8 and 9 (Optional)
    - Topics: Activities, Week of Instruction
- *Part III - Teaching in the Online Classroom*

- Week Five
  - Reading: Chapter 10
  - Topics: Preparing Students, Orientation
- Week Six
  - Reading: Chapters 11, 12 and 13-15 (Optional)
  - Topics: Classroom Management, Facilitation, Peer Review

## Grading

To provide each student with a complete online experience, we will be assigning points/grades to activities completed in the course. Students who successfully complete this course will receive an ETOM/MCO Certificate of Completion. In order to receive that certificate, students must receive all the points for the following activities:

- Participation (15 points per week)
- Weekly Self-Assessments (35 points per week)\*
  - Learning Activities
  - Template Updates
  - Peer Review

\* Each Self-Assessment contains a checklist for weekly assignments (e.g. posting syllabus in template). Points will not be awarded unless the work is actually completed.

## Attendance and Participation

Regular attendance and participation is essential for learning. You are expected to attend the course each week. *Attendance* is measured by the submission of assignments or assessments. You may be dropped if you are absent the first week or if you miss more than a week. Simply logging on does not contribute to the class. *Participation* is defined as posting a message to the weekly discussion board forum at least 3 out of 7 DAYS each week. Your posts could be in response to the learning activities (facilitators will get you started with a thread), as well as your own questions or comments about the weekly material. Participation does not include e-mails, or posts to the “Questions” forum. Make sure to logon often to avoid becoming overwhelmed by the number of posts.

Weekly participation points are awarded based on the quantity and quality of your posts. The following rubric will be used for participation evaluation:

### 15 Participation Points

- The participant consistently posted insightful comments and questions that prompted on-topic discussion.
- The participant consistently helped clarify or synthesize the ideas of peers.
- The participant stated his or her disagreement or objections clearly, yet politely.
- The participant replied to questions or prompts from a peer or facilitator.
- The participant posted at least 3 out of 7 DAYS per week.

#### 10 Participation Points

- The participant was notably lacking in one or two of the items listed above.
- The participant consistently had to be prompted or coaxed to participate.
- The participant usually, but not always, expressed herself or himself clearly.
- The participant posted at least 2 out of 7 DAYS per week.

#### 5 Participation Points

- The participant was consistently lacking in two or more of the items listed above.
- The participant was extremely reluctant to participate, even when prompted.
- The participant rarely expressed himself or herself clearly.
- The participant posted at least 1 out of 7 DAYS per week.

#### 0 Participation Points

- The participant frequently attempted to draw the discussion off-topic.
- The participant was rude or abusive to other course participants.
- The participant consistently failed or refused to participate at all, even when specifically prompted or questioned.
- The participant posted 0 out of 7 DAYS per week.