



Web Instructor Certification Course, Part 1

How to teach web-based courses...

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Course Syllabus: Part I

Welcome to "**Web Instructor's Certification Course: Part I.**"

The goal of this course is to provide online instructors with practical and useful experiences in teaching online.

Course Description

In this course, participants will delve into methods of how to teach online. Instructional units include the following:

- Introduction to Blackboard Web Authoring Software
 - Introduction to Distance Learning
 - Online Instructional Interface
 - Interactive Strategies and Activities
 - Online Communication and Motivation
 - Writing for the Web
 - Learning Styles
 - Copyright
 - Assessment and Evaluation
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Course Objectives

At the completion of this course, the participant will be able to:

- Identify learning styles
 - Complete a Formative Evaluation Plan
 - Participate in Collaborative Activities
 - Apply online Motivational Strategies
 - Develop Interactive Teaching Methods
 - Develop Welcome Letter and Course Syllabus
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Learning Activities

Various learning activities will be used to accomplish the course objectives:

- Readings and selected web sites will introduce research-based distance

- education methods and concepts
 - Online discussion forums will facilitate community building
 - Sharing course materials will encourage participants to review and revise their work
 - Modeling will introduce participants to online instructional strategies
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Evaluation

In order to measure the extent to which participants attain the objectives of this course the following will be required:

I. Web-site Interactive Checklist

The Web-site Interactive Checklist will include the following:

- Projected time
- Module activity
- Types of interaction
- Method of delivery

II. Motivational Strategies Chart

It is very important online students be constantly motivated by the instructor. A list of online motivational strategies will be developed and shared by the course's participants.

III. Learning Styles

This is presented to aid the participant in becoming aware of the various learning styles.

- Take learning style inventory
- Develop teaching strategies based on analysis and reflections

IV. Orientation Materials

This contact between student and teacher is the first opportunity for interaction. A well worded orientation letter can help to set the tone for the course. It should address the following questions:

- What is the course about?
- Who is my teacher?
- What is expected of me?
- How do I access the course?
- What is my first assignment?

V. Formative Evaluation Plan

The Formative Evaluation Plan will be an intensive study. It measures course and instructor's effectiveness. It will include:

- Criteria to be measured
- Rationales
- Methods for measuring online success

VI. Participation and Collaborative Activities

This is designed to help participants understand the "**feel**" of being a student in the online environment

- Discussion board related activities
- Reflective journals
- Peer reviews
- Collaborative activities

VII. Observation of Online Teaching Techniques

Designed to help instructor new to the online environment understand how to motivate and encourage active learning.

- Reflections from the instructor
 - Modeling effective motivational techniques
 - Modeling the eight levels of interactivity necessary to "**generate**" learning
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Method of Evaluation

Each participant will submit all required activities to the course instructor for review. Once submitted, the instructor will return the submission with suggestions for improvement. Credit (10 points each) will be given once the course participant has revised the activity

and posted it to the Discussion Board for peer review.

Participants will earn credit for each required reflective journal (10 points each) and required discussion board forums (30 points each: 10 for original posting and 20 for two responses (10 each) to peer postings).

Participants must post or reply a minimum of 3 times a week within the designated weekly generic discussion forums. (i.e. Water Cooler, Lunch with Linda, etc.) These will be clearly outlined each week. (Five points for each posting or reply will be given; participant will be expected to earn 15 points per week for a total of 75 points per course.)

Participants are required to complete an anonymous End-of-Course Survey (10 points) before a Region 4 and TxVSN Certificate of Completion and 24 CPE's are issued.

Attendance

Participants are required to attend the course on a regular basis. Credit (1 point) will be given for each day present. Each participant is expected to participate a minimum of 4 out of 7 days for each module's attendance periods. **Not attending may result in the participant not being granted 24 CPE's upon the course's completion.** Module's will begin on Monday. Participants will be notified in advance of any module extensions.

Course Requirements

Computer Configuration

Course participants should have access to a computer with the following minimum standards:

- Pentium with Windows 95 or higher
- 56 K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64 MB memory RAM
- Hard drive with 40-50 MB space available
- 15" monitor, 800 X 600, color or 16 bit
- Sound card/speakers
- Keyboard and mouse
- Microsoft Internet Explorer 5.0 for PC with plug-ins

Skills Required

Course participants should have a basic knowledge of the following:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in word processing
- Basic knowledge in computer operation
- Willingness to produce and share content