Francis Marion University
Instructional Technology

Online Instruction Workshop
Maymester 2016
May 9, 2016 to June 17, 2016

Prerequisites:
- Ability to use a computer for Microsoft Office applications (Word, Excel and PowerPoint), email, and a web browser (Firefox recommended, IE accepted.  You are on your won with Safari or Chrome)
- Ability to download and install applications and plug-ins
- Access to a high-speed internet connection
- An account on Blackboard at FMU
- A Francis Marion email account
- Ability to use Blackboard features and functionality on a regular basis.

Facilitator:
> John Petrush, COI, CFD
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> Office:            SACC  208F
> Office Hours:    by appointment only

Note:  For general questions, the best place to ask them is on the Q&A discussion forum on Blackboard. For questions of a more private nature, please contact me directly by email.  I will respond within 24 hours during weekdays.

Course Description:
The Online Instruction Workshop offers you an opportunity to experience an online course as a student while simultaneously learning methods and practices of successful online teaching.

This is an ONLINE course, *not* a self-paced course.  The course material is structured in units.  The associated activities, assignments, readings and assessments are all due in that week except for the group project.  It is vital that you schedule sufficient time, approximately 4-8 hours per week, for the workshop.  If you are not able to commit the necessary time for the workshop, you may want to consider taking the course at a later time.

Time Frame:
The Workshop is composed of six units, or modules, completed over a six week period.  For this workshop, the week begins on Monday (midnight Sunday night) and ends on Saturday.  All work for a unit is due not later than midnight Saturday, (Eastern Time, GMT -5) unless otherwise specified or announced.

Textbooks:
There is no required textbook for this workshop. Handouts and reading links are posted in each module on Blackboard.

Course Objectives:
The primary objective of this workshop is for you to gain the initial skills needed to prepare and present a course online and an understanding of the necessity to embrace and utilize different approaches and methods of assessment to the online environment. Upon successful completion of the workshop, you should be able to:

- Understand the underlying principles of the teaching perspectives and techniques presented
- Develop an effective syllabus for an online course
- Organize and structure content for an online class
- Construct individual and group activities conducive to the online learning environment
- Understand the importance of communication and engagement to the success of an online course
- Develop a communications policy for an online course
- Understand the need for different types of assessment
- Create assignments and assessments in Blackboard and how to use the Grade Center.
- Familiarize with the Blackboard Evaluation tools

Course Teaching Methodology:
This course is taught with a combination of reading materials, individual and group assignments, online discussions, and web conferencing. All course materials are available through the FMU Blackboard course. All assignments have a rubric posted with the assignment instructions for evaluation.

Course Outline:
- Pre-course Preparation
  - Access your Blackboard account
  - Study the course syllabus and complete the orientation quiz.
  - Post your self-introduction to the discussion forum.
  - Run the system requirements test.
  - Read or watch the Blackboard tutorials.
  - Run Blackboard Collaborate setup wizard.
  - Sign up for a group
  - Submit an online assignment – Blackboard Collaborate session selection
- Module 1: Setting Expectations through Syllabus and Policy
  - Read the material located in the learning modules:
    - Module 1.1 - Getting Started, Creating a Syllabus
    - Module 1.2 - Communication and Interaction
  - Complete the Module 1 Quiz by the end of the week.
  - Initiate a new message to answer the Week 1 discussion questions by Wednesday, and respond to at least two other members' messages by the end of the week.
  - Participate in the Blackboard Collaborate chat 1
  - Establish contact with the group member(s) and work on the group project (Due: Week 2)
  - Work on your Online Syllabus with Communication Policy (Due: Week 2)
- Module 2: Preparing, Organizing, and Presenting Content
  - Read the material located in the learning modules:

- Module 2.1 – Preparing, Organizing, and Presenting Content
- Module 2.2 – Tools for Designing Online Lecture(s)
    - Complete and submit your Online Syllabus with Communication Policy by the end of the week
    - Complete the Module 2 Quiz by the end of the week
    - Begin work on the Group Project.  Use all the tools available within the group as appropriate, such as the Group Discussion Board.  This assignment is due during the final week of the Workshop.
- Module 3: Assessment
    - Read the material located in the learning module, Module 3 – Assessment in Online Courses
    - Initiate a new message to answer the Week 3 discussion questions by Wednesday, and respond to at least two other members' messages by the end of the week.
    - Complete the Module 3 Quiz by the end of the week
    - Contribute to the Module 3 Discussion Board. (Due: Week 3)
    - Continue work on the Group Project and Presentation
    - Participate in Blackboard Collaborate chat #2
- Module 4: Assignments in Blackboard
    - Discuss methods of giving assignments
    - Introduce the Blackboard Grade Center
    - Create an assignment (as an Instructor) using manual and automated methods
    - Complete an assignment (as a Student) using manual and automated methods
    - Discuss the pros and cons of this section
    - Complete assignments and discussions by the end of the week
    - Continue work on the Group Project and Presentation
    - Blackboard Collaborate chat #3
- Module 5: Tests and Quizzes in Blackboard
    - Discuss types of Summative assessment methods
    - Create a summative assessment in Blackboard, in the role of Instructor
    - Complete a summative assessment in Blackboard, in the role of Student
    - Discuss the pros and cons of this section
    - Complete assignments and discussions by the end of the week
    - Blackboard Collaborate chat #4
    - Your Project Group should have their presentation scheduled by the end of Week 5)
- Module 6: Online Classroom Management
    - Read the material located in the learning modules:
        - Module 6.1 – Online Classroom Management
        - Module 6.2 – Blackboard Techniques for Efficient Classroom Management
    - Contribute to the Scenarios Wiki by the end of the week.
    - Complete and submit the assignment - Interactive Assessment by the end of the week.
    - Complete the Module 6 Quiz by the end of the week.
    - Participate in the online presentation of Group Projects
    - Fill out the end-of-workshop survey.
    - End of Workshop

**Assignments and Due Dates:**
Week 0 Tasks (5 points)
Complete the pre-assignments and pre-class activities in the "Week 0: Getting Started!" folder by Monday of Week 1  There are two graded activities in the "Week 0: Getting Started!":

1. Orientation Quiz (Week 0; 4 points): Read the course syllabus. Get familiar with Blackboard and the course. Up to one point will be earned by completing the orientation quiz.
2. Get To Know Each Other (Week 0; one point): Up to one point will be earned by posting an introduction to the Week 0 - Get to Know Each Other discussion forum.

If you have troubles using Blackboard or need further assistance, please contact the facilitator immediately! I am here to help you get ready for the workshop!

Quizzes (25 points total)
After you complete each module, take the associated quiz. You may use notes or other materials to complete quizzes. Each quiz contains a mixture of true/false, multiple-choice, and multiple answer questions. Due: Saturday of each week.

Group Project and Presentation (10 points – Week 6)
You will sign up a topic/group in Week 0 or by the beginning of Week 1. You will work with a partner and do research on a topic during Weeks 1 - 5. Each group will prepare a PowerPoint file (approximately 15-20 slides) to address the given topic and questions.  Each group will also give a real-time online presentation during Week 6. Start working on this project as soon as you can! Individual contribution to the project will also be evaluated as a part of the grade. The detailed instructions are located under Group Project on Blackboard.

Use the guidelines provided in "Organizing and Presenting Content" to help you prepare a small lecture or customize a course introduction for your online classroom. Make sure you meet all the requirements listed on the grading rubric on Blackboard

Assignments
*Online Syllabus with Communication Policy (16 points)*
After reading the materials in Module 1 and viewing the sample syllabi & communication policies, modify an existing syllabus to fit an online format using the guidelines provided in the "Importance of an Online Syllabus" section to set expectations for you and your students. Also, communication and interaction are the two most important components of an online class. Include a communication policy for your online class to engage students and to ensure participation occurs in the manner you desire. Make sure you meet all the requirements listed on the grading rubric on Blackboard. Due: Saturday of Week 2.

*Creating Assignments in Blackboard (15 points)*
Module 4 involves assuming two roles within the Module, that of Instructor and then of Student. Participants will first take the Instructor role and develop an assignment it two ways, manual and online. Then the participant will revert back to the role of Student and complete the assignments.  This module wraps up with a discussion of the utility of online assignments in your courses.

*Creating Tests and Quizzes in Blackboard (15 points)*
Module 5 focusses on summative assessments, specifically tests containing different types of questions, within Blackboard.  As with the Assignments Module, the participant will assume two different roles, first as Instructor to create an assessment, and then as a Student to take the assessment, and back as Instructor to grade the results.  We will use a Discussion Forum to discuss the topic and how this may be applied in your courses.

Discussion Board (50 points)
Sharing information leads to new ideas, and the best way for us to learn is from each other. To that end, most modules have an associated discussion forum. Post an original response to each forum question, and start conversations with your peers. Points are earned for responding to each discussion question and for replying to fellow participants.  The purpose of the discussion forum is to generate conversation about relevant topics.

***Post your original response to each discussion question no later than Wednesday of each week, and respond to at least two other class members' postings by the Saturday of the week.*** Please feel free to respond to more than two other postings. We encourage you to learn from each other!
Messages that do not provide insights or promote critical thinking will not be included when grading. Note that while no points will be earned for discussion responses posted after the week ends that is no reason to let a good discussion wither on the vine.  As long as the discussion thread is vibrant, keep it going.

Wiki Activity (10 points, Week 6)
Wiki is an online collaborative writing tool that allows people to work on one document together from different places and time. We will use a Wiki to analyze scenarios and write possible solutions for handling difficult students in an online class. You are also encouraged to bring in new ideas and share your experiences and perspectives. Grading rubric is located on Blackboard. Due: End of Week 6.

Blackboard Collaborate (4 points)

This virtual classroom session will be hold through Blackboard Collaborate, a synchronous communication tool on Blackboard. There are 2 sessions and up to 4 points are earned for the participation (2 points each).
Contact the course instructor for alternatives if you cannot participate in any of the real time sessions. Date and time will be announced during Week 1.

Extra Credit
A total of one extra credit point may be earned by completing the feedback survey at the end of the workshop. Other opportunities of extra credits might be available and would be announced.

Criteria for Evaluation:

To provide each participant with an authentic online student experience, course activities will be graded.
Participants who achieve an overall score of 80% or higher and have submitted all assignments will receive a certificate of completion.
Certificate grading is on a percentage scale (Pass is >80%) based on the following points:

- Introduction                                        1 point
- Pre-Course Orientation Quiz              4 points
- Collaborate Sessions                          4 points
- Module 1 Assignment                         16 points
- Module 1 Quiz                                      5 points
- Module 1 Discussion                           10 points

- Presenting online Content – Group Project     10 points
- Module 2 Quiz     10 points
- Module 3 Quiz     10 points
- Module 3 Discussion     10 points
- Module 4 Assignment     15 points
- Module 4 Discussion     15 points
- Module 5 Assignment     15 points
- Module 5 Discussion     15 points
- Module 6 Assignment (Wiki)     10 points

TOTAL: 150 points

**Course Policies:**

Expectations for Students

It takes great effort to be a successful online student. You have to be self-motivated and self-disciplined to keep yourself on schedule with reading, assignments, projects, etc. You do have to devote time from your busy family and work schedule to work on the course so you will not fall behind.  Communication channels are always open between me and you, and among us all. It is very important that we keep connected and interact with one another. If you have questions, please feel free to use email, discussion board, chat, or phone to contact me, or your classmates. Learning takes place in a community. It is extremely important that students take ownership of their learning for this online course, and to demonstrate their ownership, students are expected to be full participants throughout the duration of this six-module workshop. Active participation is fundamental to the success of this course. The following describes how attendance will be counted, and specific methods of participation are described. Also described is grading for online communication, including chats and discussion boards. Because online communications are an integral part of this course, it will count more than 20% of your grade.

1. Students are encouraged to complete the pre-class tasks before the workshop starts.
2. Students are expected to check their e-mail and read the Announcements on Blackboard daily.
3. Students are expected to submit their assignments online through Blackboard.
4. Students are expected to participate in the discussion board activities.
5. Students are expected to participate in at least two of the Blackboard Collaborate sessions.
6. Students are expected to follow the online communication and teamwork etiquette.
7. Students are expected to contribute and collaborate with team members to complete the project.
8. Students are expected to contribute to the class Wiki.
9. Students are expected to check their grades and feedback at least once a week.

Outstanding assignments and projects will be shared with other participants as samples (with recognition of the author) in the future workshop - via a secure Blackboard site where only the registered participants have access. Please email the facilitator by the end of the workshop if you do not wish to grant the permission of sharing your work.

Expectations for the Instructor

Just as I have expectations of you, the following is what I will do (as a minimum) to ensure communication conducive to efficient online teaching and learning.
1. I will check my email daily.
2. **I will respond to course related questions within 24 hours during weekdays. If something is truly an emergency, I will reply over a weekend, but this is very much the exception.**
3. If I find questions relevant and important to others, I will post them on Announcements.
4. I will post announcements and reminders once per week, or more frequently, if needed.
5. I will give feedback on submitted assignments within a week after the deadline.

Technical Support

In the event of technical difficulty, FMU offers Help Desk services. The Help Desk is available during the Fall and Spring semesters Monday through Friday, 8:00 a.m. – 5:00 p.m. Summer hours are Monday through Thursday, 8:00 a.m. – 5:15 p.m.

For faculty and staff, the Help Desk may be contacted in three ways:
- Telephone: (843) 661-1111
- email: helpdesk@fmarion.edu
- In Person Stanton Academic Computer Center

Students may contact the Help Desk by phone or in person.

Online Communication Netiquette:

Discussion boards and chat rooms are the primary communication channels in online courses. Most of time, those tools are text-based. Pay attention to the following when you are communicating with your instructor and/or peer students in online courses:
1. Check before you post. Always check whether a similar question has been posted and answered on the discussion board to avoid duplicated messages and responses.
2. Use a descriptive subject line that reflects the content of your message for effective discussion / communication. Including your name is helpful.
3. Write in short paragraphs. If you have lots to say, break it down using smaller segments, so it is easier to read and follow.
4. Do not write in all uppercase. USING ALL CAPS MEANS YOU ARE SHOUTING although you may not mean it.
5. It is hard to tell the emotion of a text-based message. Use emotional symbols, also known as emoticons, (:-), ;-), :-(, :`-(, :-p, etc.) to indicate the tone of voice. And, be careful with sarcasm as it often is interpreted as rude and hurtful.
6. Do not edit or change message content when someone has already responded to you. If you have something to add or change, simply add a follow-up message.
7. People in this course may come from places around the world, so be respectful to other cultures and languages.
8. Like all communication and discussion occasions, use your professionalism and talk to others with respect.
9. Points will be deducted for failing to comply with this online communication policy.

Unprofessional messages will be removed. Students who are abusive or rude may be banned from posting.

Incomplete:
No incomplete will be given in this workshop.

Late Work Policy:
No late work will be accepted. See the Course Outline and Assignments sections for deadlines. Scores and feedback will be posted under Course Grades on Blackboard within a week.

Re-write Policy:
No rewrite will be accepted after the deadline. If you would like to have early feedback on your work, email the facilitator for alternative submission methods at least two days before the deadline.

Academic Dishonesty:
Written or other work which a student submits must be the product of her/his own efforts. Plagiarism, cheating and other forms of academic dishonesty, including dishonesty involving computer technology, are prohibited. The FMU Honor Code – Academic Dishonesty may be read at http://www.fmarion.edu/students/article328429.htm.  The Campus Technology Acceptable Use Policy may be read at http://www.fmarion.edu/campustechnology/article246878.htm.

Student's Rights and Responsibilities:
A summary of Student Rights and Responsibilities, adapted from the Student Handbook, may be read at http://images.acswebnetworks.com/2017/83/StudentsRightsandResponsibilities.pdf.  The complete Student Handbook may be downloaded from http://images.acswebnetworks.com/2017/83/StudentHandbook20122013.pdf

Students with Disabilities:
Francis Marion University provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact the Francis Marion University Office of Counseling and Testing at (843) 661-1840 or email Dr. Rebecca Laswon at rlawson@fmarion.edu at least 2 weeks prior to starting classes. Students may find additional ADA information and forms at http://www.fmarion.edu/students/disabilityservices.

Note to faculty:  FMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

NOTE: The items on the syllabus are subject to change or restructuring at the discretion of the course facilitator. You will be notified in the Announcements section of Blackboard of any changes to the syllabus and course.