

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: EDU 295

Credits: 3

Course Title: Teaching Online Project (TOP)

Course Description (including lecture hours, lab hours, total contacts)

Provides faculty members the chance to experience and learn, from the learner's perspective, within an online course. Presents similarities and differences between teaching in the face-to-face and online classrooms. Guides learners through examining basic pedagogical principles, critical technological skills, and required administrative tasks, all while they are participating as an online student. Examines if online teaching is right for them, what skills they will need to teach online, what technology they will need to employ and therefore know, and how to engage students to become active learners. Examines some of the potential barriers to successful online learning and at the same time finding strategies for motivating themselves to persist and finish. The course is taught online in an eight weeks session. Lecture 3 hours per week.

General Course Purpose

The purpose of TOP is to certify faculty to teach online for the VCCS. Those enrolled in TOP will learn how to actively engage their students, how to increase social presence within the online classroom, what technologies are available for them, and the basic pedagogical skills needed to teach online.

Course Prerequisites/Corequisites (*Entry-level competencies **required** for enrollment*)

TOP enrollees must have basic computer skills, be familiar with how to navigate the World Wide Web and have used Blackboard for a minimum of one semester (as a supplement to a face-to-face class will fulfill this requirement).

Course Objectives (Each item should complete the following sentence.)

Upon completing the course, the student will be able to:

1. teach students at a distance for the VCCS as a certified distance learning instructor.
2. analyze the components, requirements, and content of an online course from the student's perspective.
3. identify and establish social presence by creating policies for communication and creating a personal introduction.
4. identify and establish active learning techniques by creating a portfolio (a few modules in a course they will be or are currently teaching) that engages students and allows them to contribute to the course.
5. identify and establish the basics of a learning community within their course by establishing communication criteria.
6. identify and establish the basics of a learning community by recording a welcome announcement within their course.
7. create a simple or complex multimedia presentation to be used within their course.
8. identify and describe a "newer" technology and explain how they can effectively utilize it within their course.

9. use technology effectively, within their course, to be measured by the technology quiz and the portfolio assignment.
10. identify and recall the steps needed to successfully view and print their course rosters within PeopleSoft, to be measured the administrative quiz.
11. identify the steps and the importance of creating a rubric by receiving a passing score on the rubric activity.
12. identify and recall various time management techniques be receiving a passing score on the discussion board III activity.

Major Topics to be Included

1. Learning Styles
2. Is teaching online right for me
3. Social presence
4. Communication guidelines
5. Online learning communities
6. Voice Email
7. Voice Announcements
8. Software and multimedia applications for online teaching
9. Synchronous meeting technology
10. Viewing and printing course rosters using PeopleSoft
11. Time management techniques
12. Creating rubrics

Effective Date of Course Content Summary (Month, Date Year): July 31, 2008