

## **Independent Study Online Course Syllabus**

Course Number: TEC 948				
Course Title: Teaching and Learning Online				
X Online				
Instructor: Mary Bennett, MA	Units: 3	_		
<b>Phone number:</b> 800-967-9365/559-322-7067	Grade Level: K-12			
Email: maryebennett@sbcglobal.net				
Email will be answered within 48hours Monday through Friday.				

## **Course Description**

Online education can provide the opportunity for students and educators to communicate and demonstrate mastery in ways that would be challenging in the traditional setting. *TEC 948 Teaching and Learning Online* was designed to prepare teachers with the background knowledge they will need for this challenge. In this course, the historical perspective of the dynamic evolution of online teaching and the driving forces behind it will be explored as well as the strategies, theories, and concepts that surround the online classroom.

Aligning effective pedagogy with engaging curriculum and a variety of technology tools, teachers will become empowered to be tomorrow's leaders in online teaching. Course participants will learn that while there are many similarities, online learning enjoys some fundamental differences that require a different approach to teaching. Throughout the course, the

Course Number and Title: TEC 948 Teaching and Learning Online

**Office Hours:** M-F 8:00am - 5:00pm by phone

5876 E. Powers, Clovis, CA 93619

Other Contact Information: Curriculum Services Associates

Instructor: Mary Bennett, MA Date of Revision 2/20/16

possibilities for matching learning objectives to assessments and creating student-centered activities will be explored through the use of emerging technology. In addition, course participants will develop a basic understanding of copyright and accessibility issues and how they apply in the age of the Internet. This course will strengthen the essential skills and knowledge necessary to be an effective online instructor and meet needs of 21st century students as identified in the National Educational Technology Plan.

## **Course Dates**

Self-paced; students may enroll at any time and take up to one year to complete assignments.

You have up to one year from the date of registration, and no less than three weeks (one week per credit), to complete the course.

## **Technology Requirements**

In order to successfully complete the course requirements, course participants will need Internet access, be able to send and receive email, know how to manage simple files in a word processing program, and have a basic understanding of the Internet.

Please remember that the instructor is not able to offer technical support. In the event that you need technical support, please contact your Internet Service Provider.

#### Moodle:

This course will be delivered totally online. Moodle is a learning management system that provides students access to online resources, documents, graded assignments, quizzes, discussion forums, etc. with an easy to learn and use interface. To learn more about Moodle go to: (<a href="http://docs.moodle.org/en/Student tutorials">http://docs.moodle.org/en/Student tutorials</a>). There are some student tutorials on the Center for Online Learning website at Fresno Pacific University – <a href="http://col.fresno.edu/student">http://col.fresno.edu/student</a>.

#### Moodle Site Login and passwords – (or other online course access information)

Students will need to have internet access to log onto <a href="http://ce-connect.fresno.edu">http://ce-connect.fresno.edu</a>. The username and password numbers for Moodle access will be sent to you by the university using the email address you submitted at the time of registration. The instructor will then contact you with a welcome letter and login instructions. If you need help with the username and password recovery please contact the Center for Professional Development

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

at (800)372-5505, or (559)453-2000 during regular office hours - Mon-Fri 8:00 am to 5:00 pm.

## Getting Help with Moodle:

If you need help with Moodle, please contact the Center for Online Learning (COL), by telephone 1-559-453-3460. Help by phone is available Mon-Thurs 8:00 am to 8:00pm and on Fridays from 8:00 am to 5:00 pm, or by filling out a "Request Services" form at <a href="http://col.fresno.edu/contact/request-services">http://col.fresno.edu/contact/request-services</a>. Please identify that you are with the Continuing Education/Independent Studies department.

## **Course Materials**

Everything that you need for this course will be found online. Participants do not have to purchase any materials. A word processor and presentation program, such as Microsoft Office is recommended but not required. A wide range of free alternatives such as the Open Office suite of programs, Zoho, Glide and ThinkFree web-based office suites, and Google Docs are strongly encouraged. We will be using Moodle as the Learning Management System for this course. It works well with both Mac & PC and does not have any conflicts with any of the main browsers (Chrome, Internet Explorer, Safari, and Firefox).

#### **Online Resources**

Relevant online resources that support course content and encourage further investigation are provided.

## **Discussion Forums**

Participation is an important expectation of this course and all online courses. Online discussions promote reflection and analysis while allowing students to appreciate and evaluate positions that others express. While students may not be engaging with the same students throughout this course they will be expected to offer comments, questions, and replies to the discussion question whenever possible. The faculty role in the discussion forum is that of an observer and facilitator.

## **The Online Environment**

An integral part of this course is the online environment in which course participants will contribute to threaded discussions as they share methods, ideas, and relevant resources.

## **Course Requirements**

The course is divided into fifteen units of study. In each unit, participants will explore teaching online through:

• Orientation and Introductions

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

- Net Generation
- The Impact of the Internet and Technology on Education
- What is Online Teaching and Learning?
- Theories of Learning
- Teaching Strategies
- The Online Instructor
- The Online Student
- Roles of Learning Styles in the Online Classroom
- Preparing Students to Learn Online
- Locating Information on the Internet
- Evaluating Information on the Internet
- Accessibility
- Copyright
- Using the Internet to Enhance Teaching and Learning

Every assignment has a rubric. Most participants are successful on their assignments because they align their work to the rubric, and assignments can be corrected and resubmitted.

## **National Standards**

# **National Educational Technology Standards for Teachers**

The Course Objectives directly addresses The National Educational Technology Standards for Teachers (http://www.iste.org/standards/nets-for-teachers/nets-for-teachers-2008.aspx) in all five areas.

- 1. Facilitate and Inspire Student Learning and Creativity
- 2. Design and Develop Digital-age Learning Experiences and Assessments
- 3. Model Digital-age Work and Learning
- 4. Promote and Model Digital-Age Citizenship and Responsibility
- 5. Engage in Professional Growth and Leadership

## **National Board for Professional Teaching Standards**

In an effort to enhance the learning experiences, as well as demonstrate knowledge, skills, abilities, and commitment, teachers will infuse the five core propositions set forth by The National Board for Professional Teaching Standards in their teaching practices. This will be accomplished as teachers successfully implement appropriate activities in their classroom and reflect upon the experience. In addition, teachers will be networking with their colleagues as part of a learning community. (http://www.nbpts.org/)

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

- 1. Teachers are committed to students and their learning.
- 2. Teachers know the subjects they teach and how to teach those subjects to students.
- 3. Teachers are responsible for managing and monitoring student learning.
- 4. Teachers think systematically about their practice and learn from experience.
- 5. Teachers are members of learning communities.

In addition, course participants will explore and identify how the online environment supports standards-based learning as identified in national guiding documents.

## iNACOL. National Standards for Quality Online Teaching

These standards are designed to provide states, districts, online programs, and other organizations with a set of quality guidelines for online teaching and offer an important tool to help teachers, schools, and parents across the nation evaluate quality and implement best practices (<a href="http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Teaching.pdf">http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Teaching.pdf</a>).

The Student Learning Outcomes for this course address **iNACOL Standards for Quality Online Teaching** A, C, D, E, F, G, H, I and K.

# **Schedule of Topics and Assignments**

Assignments are available for use with or without student participation.

Schedule	edule of Topics Assignments		ssignments
Unit 1	Orientation and Introductions (SLO 3,4,11)	Determine if you are prepared to take an onlin course	
		•	Explore the tools and technology used in an online classroom
		•	Introductions Discussion Forum
Unit 2	<b>Net Generation</b> (SLO 1,2,3, 4,5, 11)	•	Discover the Millennials
		•	Define how this generation of students uses technology
		•	Millennials Discussion Forum

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

Schedule of Topics Assignments		Assignments	
Unit 3	The Impact of the Internet and Technology on Education (SLO 1,3,4,5,11)	<ul> <li>Define how technology and the National Educational Technology Plan support the goals NCLB</li> <li>Identify the driving forces behind the growth of e-learning</li> <li>Examine how technology is transforming education to meet the needs of this generation</li> <li>The Impact of Technology Discussion Forum</li> </ul>	
Unit 4	What is Online Teaching and Learning? (SLO 3,4,5,11)	<ul> <li>Compare and contrast the similarities and differences between the traditional classroom and in the online classroom</li> <li>What Online Learning Means to Me Discussion Forum</li> </ul>	
Unit 5	Theories of Learning (SLO 1,3,4,5,11)	<ul> <li>Summarize the theories and concepts related to online education</li> <li>Explore the relationship between Behaviorism, Constructivism and teaching styles</li> <li>Connectivism and Networked Learning Environments Discussion Forum</li> </ul>	
Unit 6	Teaching Strategies (SLO 2, 3,4,5,8 11,12)	<ul> <li>Explore the Seven Principles for Good Practice in Undergraduate Education</li> <li>Apply the Seven Principles using technology</li> <li>Seven Principles Discussion Forum</li> </ul>	
Unit 7	The Online Instructor	• Explore the changing roles and challenges faced by the online instructor	

Schedule o	of Topics	Assignments	
	(SLO 3,4,5,11)	<ul> <li>Identify skills and techniques required of successful online instructors. Discover strategies for minimizing attrition rates</li> <li>Online Instructor Picture Gallery Discussion Forum</li> <li>Retention Discussion Forum</li> </ul>	
Unit 8	The Online Student (SLO 2,3,4,5,11,12)	<ul> <li>Discover what kinds of students are successful online students</li> <li>Communicate the expectations instructors have for online students</li> <li>Adult Learner Discussion Forum</li> </ul>	
Unit 9	Role of Learning Styles in the Online Classroom (SLO 2,3,4,5,8,9,11,12)	<ul> <li>Evaluate your preferred learning style</li> <li>Investigate the theory of Multiple Intelligences</li> <li>Explore activities that address multiple learning styles.</li> <li>Learning Styles Discussion Forum</li> <li>Multiple Intelligences Discussion Forum</li> </ul>	
Unit 10	Preparing Students to Learn Online (SLO 2,3,4,5,11,12)	<ul> <li>Analyze the pros and cons of learning online</li> <li>Develop a checklist of competencies for students</li> <li>Advantageous and Disadvantageous of Online Learning Discussion Forum</li> </ul>	

Schedule o	of Topics	Assignments
Unit 11	Locating Information on the Internet	Explore and apply Internet search strategies
	(SLO 2,3,4,5,9,11,12)	Dog Gone Discussion Forum
		Searching on the Internet Discussion Forum
Unit 12	Evaluating Information on the Internet (SLO 2,3,4,5,11,12)	Discover how to critically evaluate information found on the Internet
		Phishy Websites Discussion Forum
Unit 13	Accessibility (SLO 2,3,4,5,6,11)	Develop a basic understanding of accessibility issues students may face while online
		Propose solutions and accommodations to possible access cases
		Accessibility Simulation Discussion Forum
Unit 14	Copyright (SLO 3,4,5,7,11,12)	Explore copyright issues as they relate to traditional and online education
		Analyze and apply best practices for utilizing copyrighted material
		Violating Copyright Discussion Forum
Unit 15	Using the Internet to Enhance Teaching and Learning	Explore the various ways the online environment is used for teaching and learning
	(SLO 2,3,4,5,8,9,11,12)	Experiment with how you will use the online environment in your teaching practices
		Classroom Website Discussion Forum
		Using the Online Environment Discussion Forum
		Teaching Online Discussion Forum

Schedule o	of Topics	Assignments

## **Evidence of Learning**

- Course instructor observed evidence of understanding of course objectives as demonstrated through students' presentation of their knowledge of course concepts guided by focus questions.
- Course instructor observed evidence of understanding of course objectives as demonstrated through students' reflective writing assignments.
- Student demonstrated reflective teaching practices through connections to course assignments and primary learning outcomes as described in a reflective essay.
- Student demonstrated their ability to participant in a community of learners through their contributions to asynchronous discussion forums.
- Student demonstrated their understanding of classroom application of online resources through their design and development of an appropriate online experience.
- Student demonstrated reflective teaching practices through connections to course assignments and primary learning outcomes as described in a reflective essay.

#### **Grading Policies and Rubrics**

300 total points possible 300 - 270 =A 269 - 210 = B or Credit Grade Below 209 points = no credit

- The discernment between an A or a B is at the discretion of the instructor based on the quality of work submitted.
- Coursework falling short of a quality equaling a B or a Credit Grade will be returned with further instructions.

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

All assignments must be completed in order to receive a grade. In addition, all
assignments are expected to reflect the quality that teacher-training institutions require of
professional educators. If completed assignments do not meet this standard, students will
be notified with further instructions from the instructor.

# **Major Assignments**

1.	Net Generation Essay	20 points
2.	Technology Plan	20 points
3.	Compare and Contrast Traditional and Online Classrooms	20 points
4.	Theoretical Beliefs Assignment	20 points
5.	Roles I Play Assignment	20 points
6.	Welcome Letter	20 points
7.	Learning Styles Assignment	20 points
8.	Checklist of Skills	20 points
9.	Website Evaluation	20 points
10.	Case Study	20 points
11.	Copyright Assignment	20 points
12.	Website	50 points
13.	Discussion Forums	30 points

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

# **Rubric for Evaluating Assignments**

Assignments	Sub-standard	Standard	Superior
Net Generation 20 possible Points  Superior=17- 18  Standard=17- 16  Sub- Standard=15- oir below	Vague explanation of technology use is presented, along with an unclear description of the expectations of the Net Generation, the needs of the students are minimally explored and the links to possible transformations in education are missing or disjointed.	An explanation of technology use is presented, along with a brief description of the expectations of the Net Generation, the needs of the students are explored and are sufficiently linked to possible transformations in education.	A thorough explanation of technology use is presented, along with a comprehensive, clear, and detailed description of the expectations of the Net Generation, the needs of the students are explored and are clearly linked to possible transformations in education which are supported by specific examples.
Impact of the Internet and Technology in Education 20 possible points  Superior=20-18  Standard=17-16  Substandard=15 or below	Letter vaguely defines target audience, a description of the technology plan is minimally presented or missing, it is not clear if the plan is linked to the goals of NCLB and the NETP, less than two examples of successful technology integration are presented.	Letter defines target audience, a description of the technology plan is defined and linked to the goals of NCLB and the NETP, two examples of successful technology integration are presented.	Letter clearly defines target audience, a comprehensive, clear, and detailed description of the technology plan is defined and clearly linked to the goals of NCLB and the NETP, more than two concrete examples of successful technology integration are presented.

Course Number and Title: TEC 948 Teaching and Learning Online Instructor: Mary Bennett, MA

Instructor: Mary Bennett, MA Date of Revision 2/20/16

Assignments	Sub-standard	Standard	Superior
What is	Essay contains vague	Essay contains clear,	Essay contains
Online	description of the	and detailed analysis of	comprehensive, clear,
Teaching and	differences between	the differences between	and detailed analysis of
Learning	online and on-ground	online and on-ground	the differences between
20 possible	courses is presented, the	courses is presented, the	online and on-ground
points	transformation in	transformation in	courses is presented, the
	teaching practices is	teaching practices is	transformation in
Superior=20-	missing or unclear and	adequately defined and	teaching practices is
18	not supported with any	supported by two	clearly defined and
0. 1 1 17	examples.	examples.	supported by two or
Standard=17-			more examples.
16			
Sub-			
standard=15			
or below			
or below			
Theories of	Essay contains vague	Essay contains adequate	Essay contains
Learning	description of theoretical	description of theoretical	comprehensive, concise
20 possible	beliefs and links to	beliefs which are	and detailed description
points	teaching styles are	sufficiently linked to	of theoretical beliefs
	disjointed or missing and	teaching styles and	which are thoroughly
Superior=20-	no examples are	illustrated with at least	linked to teaching styles
18	presented.	one example.	and illustrated with at
			least one solid example.
Standard=17-			
16			
Sub-			
standard=15			
or below			

Assignments	Sub-standard	Standard	Superior
The Online	Role or the online	Role of the online	Role of the online
Instructor	instructor is marginally	instructor is adequately	instructor is clearly
20 possible	described, comparison of	defined, comparison of	defined, comprehensive
points	the online instructor and	the online instructor and	comparison of the online
	the face-to-face	the face-to-face	instructor and the face-
Superior=20-	instructor is vague or	instructor is presented,	to-face instructor is
18	missing, student does not	student identifies the	thoroughly explored,
	clearly identify the role	role they are most	student identifies the
Standard=17-	they are most	comfortable in and	role they are most
16	comfortable in and fails	somewhat describes the	comfortable in and
G 1	to describe the skills or	skills or techniques they	evaluates the skills or
Sub-	techniques they need to	need to strengthen.	techniques they need to
standard=15	strengthen.		strengthen.
or below			
The Online	Letter vaguely defines	Letter defines target	Letter clearly defines
Student	target audience, a	audience, a description	target audience, a
20 possible	description of how the	of how the online	comprehensive, clear,
points	online environment will	environment will be	and detailed description
	be utilized is minimally	utilized is presented,	of how the online
Superior=20-	presented or missing,	student expectations are	environment will be
18	student expectations are	adequately described	utilized is defined,
0, 1, 1, 17	unclear and no examples	and supported with at	student expectations are
Standard=17-	are used to support	least one example.	fully described and
16	expectations.		supported with two or
Sub-			more examples.
standard=15			
or below			

Assignments	Sub-standard	Standard	Superior
Role of	Vague description of the	Adequate description of	Comprehensive, clear,
Learning	activity is presented,	the activity is presented,	and detailed description
Styles in the	links to a specific subject	activity is sufficiently	of the activity is
Online	area are missing or	linked to a specific	presented, activity is
Classroom	disjointed and target	subject area and	clearly linked to a
20 possible	audience is unclear,	appropriate for the target	specific subject area and
points	standards are somewhat	audience, standards are	highly appropriate for
	addressed or not at all	addressed and	the target audience,
Superior=20-	and strategies for	implementation	standards are thoroughly
18	implementation for less	strategies for at least of	addressed and
	than two of the most	the most common	implementation
Standard=17-	common learning styles	learning styles are	strategies for two or
16	are presented.	presented.	more of the most
G 1			common learning styles
Sub-			are presented.
standard=15			
or below	C1 11'	C1 11' 1 C'	C1 11' 1 1 1 C'
Preparing	Checklist vaguely	Checklist defines target	Checklist clearly defines
Students to	defines target audience, a	audience, a description	target audience, a
Learn Online	description of specific	of specific skills is	comprehensive, clear,
20 possible	skills is minimally	presented and	and detailed description
points	presented or missing and	appropriate for the target	of specific skills is
Cumpanion 20	somewhat appropriate	audience.	presented and highly
Superior=20- 18	for the target audience.		appropriate for the target audience.
10			audience.
Standard=17-			
16			
Sub-			
standard=15			
or below			

Assignments	Sub-standard	Standard	Superior
Evaluating	Website is vaguely	Website is clearly	Website is critically and
Information	evaluated, a description	evaluated, a sufficient	comprehensively
on the	of the findings are	description of findings	evaluated, a detailed and
Internet	minimally presented,	are presented, evaluation	concise description of
20 possible	evaluation survey is	survey is adequately	findings are presented,
points	missing or not	appropriate for the target	evaluation survey is
	appropriate for the target	grade level.	highly appropriate for
Superior=20-	grade level.		the target grade level.
18			
G. 1 1 17			
Standard=17-			
16			
Sub-			
standard=15			
or below			
Accessibility	The selected case study	The selected case study	The selected case study
20 possible	is minimally explored,	is thoroughly explored,	is comprehensively and
points	student marginally	student identifies and	thoroughly explored,
	identifies and somewhat	sufficiently describes	student identifies and
Superior=20-	describes access issues	specific access issues	fully describes specific
18	faced by both the student	faced by both the	access issues faced by
	and the instructor,	student and the	both the student and the
Standard=17-	solutions and	instructor, solutions and	instructor, solutions and
16	accommodations for at	accommodations for at	accommodations for one
Sub-	least one access issue are	least one access issue	or more access issues are
standard=15	missing or disjointed.	are adequately defined	clearly defined and
or below		and presented.	presented in detail.
or perow			

Assignments	Sub-standard	Standard	Superior
Copyright	All four questions posed	All four questions posed	Comprehensive, clear,
20 possible	by Grabe and Grabe are	by Grabe and Grabe are	and detailed answers to
points	minimally answered or	adequately answered,	all four questions posed
	missing, implications for	implications for	by Grabe and Grabe are
Superior=20-	copyright, fair use, the	copyright, fair use, the	presented, implications
18	TEAH Act and Creative	TEAH Act and Creative	for copyright, fair use,
	Commons are marginally	Commons are	the TEAH Act and
Standard=17-	or not at all explored and	sufficiently explored and	Creative Commons are
16	addressed.	addressed.	thoroughly explored and
C1-			addressed.
Sub-			
	W/-1i4	W/-b-it	1000/ -f -11 D:
_			_
points	•		
Cymanian 50	-		
-		11 1	1 -
43			
Standard-44-	*		
		=	
+0	incorporated into the site.	site.	_
Sub-			
standard=39			
or below			
			-
standard=39	Website contains three or less pages the purpose of the website is minimally presented and is marginally or not at all appropriate for the target audience, less than relevant links are incorporated into the site.	Website contains at least three pages the purpose of the website is adequately presented and is appropriate for the target audience, at least two relevant links are incorporated into the site.	100% of all Discussion Board assignments were completed, postings fully addressed the question and delivers information that is full of insight, thought, and analysis, connections ar made to previous or current content or to real-life situations, appropriate attachments are present as described in the assignments.

Assignments	Sub-standard	Standard	Superior
Discussion	Less that 100% of	100% of all Discussion	100% of all Discussion
Forums	Discussion Board	Board assignments were	Board assignments were
30 possible	assignments were	completed, postings	completed, postings
points	completed, postings	respond to the question	fully addressed the
	minimally responded to	and deliver information	question and delivers
Superior=30-	the question and the	that demonstrate insight,	information that is full of
27	information is superficial	thought, and analysis,	insight, thought, and
	without any evidence of	connections are	analysis, connections are
Standard=26-	insight or analysis, may	sufficiently made to	made to previous or
24	be completely off topic,	previous or current	current content or to
	no connections are made	content or to real-life	real-life situations,
Sub-	to content or real-life	situations, attachments	appropriate attachments
standard=23	situations, attachments	are present as described	are present as described
or below	are missing as described	in the assignments.	in the assignments.
	in the assignments.		

## **Writing Requirements**

Superior: Writing is clear, succinct, and reflects graduate level expectations. Standard: Writing is acceptable with very few mistakes in grammar and spelling. Sub-standard: Writing contains noticeable mistakes in grammar and spelling.

## **Grading Options**

Course assignments are graded with the use of a Scoring Rubric. Course participants have the option of requesting a letter grade or a credit/no credit.

#### **Instructor/Student Contact**

Built into the course requirements are contacts between the course instructor and the students via asynchronous discussions. Questions are addressed and assistance is offered through these contacts, however, students are encouraged to contact the instructor at anytime throughout the course to discuss the materials, assignments, or any questions that they may have.

### **How to send Email:**

The subject line of all Email must contain the following information: course number your last name, first initial.

example: TEC 948 Bennett, M.

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

Email sent without this subject line will not be opened.

If you have to leave a message, please leave your name, the course number, and any questions you may have along with a phone number so that we may return your call.

## **References/Resources**

#### **Delicious**

(http://delicious.com/maryebennett)

This link is to my social bookmarking site. This site is constantly growing with relevant and valuable resources for teachers.

*How to Be a Great Online Teacher*, Lehmann. K. Scarecrow Education 2004. ISBN 1-57886-112-8

Teaching Online: Draves, W. LERN Books, 2002. ISBN# 1-57722-027-7

*Teaching Online: A Practical Guide*. Ko, S. Rossen, S. Routledge, 2010 (3<sup>rd</sup>) .ISBN 0-618-00042-9

## iNACOL. National Standards for Quality Online Courses

(http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online %20Courses%202007.pdf) The standards selected are based on the results of a research review and survey of online course quality criteria. These quality standards were evaluated and assembled into an easy to use document for evaluating online courses with common benchmarks. The standards are designed to provide states, districts, online programs, and other organizations with a set of quality guidelines for online course content, instructional design, technology, student assessment, and course management.

## iNACOL. National Standards for Quality Online Teaching

(http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Teaching.pdf) These standards are designed to provide states, districts, online programs, and other organizations with a set of quality guidelines for online teaching and offer an important tool to help teachers, schools, and parents across the nation evaluate quality and implement best practices.

National Educational Technology Plan. Transforming American Education: Learning Powered by Technology

(http://www2.ed.gov/about/offices/list/os/technology/netp.pdf)

## **National Educational Technology Standards for Teachers**

(www.cnets.iste.org/teachers/t stands.html)

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

### **Final Course Grade and Transcripts**

When all work for the course has been completed, students will need to logon to the Center for Professional Development website (<a href="http://ce.fresno.edu/cpd">http://ce.fresno.edu/cpd</a>) to "Submit Grade Form". Once the instructor fills out the grade form online, students may log back in to request their Grade Report as well as order transcripts online. Please allow at least two weeks for the final grade to be posted. For more information see the Independent Studies Policies and Procedures that were sent to you when you received your course materials, or in your online course. They are available, also at <a href="http://ce.fresno.edu/cpd">http://ce.fresno.edu/cpd</a> - under General Information > CPD Policies

### **Plagiarism and Academic Honesty**

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalogue. URL <a href="http://www.fresno.edu">http://www.fresno.edu</a>.

#### CONTINUING EDUCATION PROGRAM STUDENT LEARNING OUTCOMES:

- CE 1. Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use.
- CE 2. Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
- CE 3. Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.
- CE 4. Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting.
- CE 5. Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16

CE 6. Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.

#### FRESNO PACIFIC UNIVERSITY STUDENT LEARNING OUTCOMES

**Student Learning Outcomes Oral Communication:** Students will *exhibit* clear, engaging, and confident oral communication – in both individual and group settings – and will critically *evaluate* content and delivery components.

**Written Communication:** Students will *demonstrate* proficient written communication by *articulating* a clear focus, *synthesizing* arguments, and utilizing standard formats in order to *inform* and *persuade* others.

**Content Knowledge:** Students will *demonstrate* comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.

**Reflection**: Students will *reflect* on their personal and professional growth and *provide evidence* of how such reflection is utilized to manage personal and vocational improvement.

**Critical Thinking:** Students will *apply* critical thinking competencies by *generating* probing questions, *recognizing* underlying assumptions, *interpreting* and *evaluating* relevant information, and *applying* their understandings to new situations.

**Moral Reasoning:** Students will *identify* and *apply* moral reasoning and ethical decision-making skills, and *articulate* the norms and principles underlying a Christian world-view.

**Service**: Students will *demonstrate* service and reconciliation as a way of leadership.

**Cultural and Global Perspective:** Students will *identify* personal, cultural, and global perspectives and will employ these perspectives to *evaluate* complex systems.

**Quantitative Reasoning**: Students will accurately *compute* calculations and symbolic operations and *explain* their use in a field of study.

**Information Literacy:** Students will *identify* information needed in order to fully understand a topic or task, *explain* how that information is organized, *identify* the best sources of information for a given enquiry, *locate* and critically *evaluate* sources, and accurately and effectively *share* that information.

Course Number and Title: TEC 948 Teaching and Learning Online

Instructor: Mary Bennett, MA Date of Revision 2/20/16