

## TEC-948: Teaching and Learning Online

### Independent Study Online Course Syllabus

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**Number of Graduate Semester Units:** 3 units  
**Target Audience:** K – 12<sup>th</sup> grade teachers  
**Course Access:** <https://connect.fresno.edu>

#### Course Description

Get ready to bring your online teaching skills to life! This course is designed to help you create an engaging, student-centered online learning space that reflects your unique teaching style. You'll explore best practices for building an online community, designing effective lessons, and integrating technology to support student success.

By the end of the course, you'll have the foundation for your own online learning environment and the confidence to continue refining and expanding it. Whether you're new to online teaching or looking to enhance your current practice, you'll leave with practical tools, strategies, and inspiration for creating a dynamic virtual classroom that keeps students engaged and connected.

If you're not currently teaching, no problem—all assignments are designed to be flexible and can be completed with or without students. Let's embark on this journey together to master the art of digital instruction!

**Note:** There is no required book for this course.

#### Recommended Resources and Course Materials

For teachers learning to teach online, these books are optional resources designed to support your growth and help you further develop your online teaching skills. They are not required reading for the course, but they offer valuable insights and practical strategies for those who want to deepen their knowledge and enhance their practice in online learning environments.

##### Books:

- Darby, F., & Lang, J. M. (2019). *Small teaching online: Applying learning science in online classes*. Jossey-Bass. ISBN-13: 978-1119619093 <https://www.amazon.com/Small-Teaching-Online-Appling-Learning/dp/1119619092>
- Ko, S., & Rossen, S. (2017). *Teaching online: A practical guide* (4th ed.). Routledge. ISBN-13: 978-0415832434 <https://www.amazon.com/Online-Blended-Learning-Teaching/dp/0415832438>
- Boettcher, J. V., & Conrad, R. M. (2021). *The online teaching survival guide: Simple and practical pedagogical tips* (3<sup>rd</sup> ed.). Jossey-Bass. ISBN-13: 978-1119765004 <https://www.amazon.com/Online-Teaching-Survival-Guide-Pedagogical-dp-1119765005/dp/1119765005>

**Canvas:** This course will be delivered totally online. Canvas is a web-based learning management system (LMS) that provides students access to online resources, documents, videos, assignments, quizzes, forums, etc. Canvas is easy to learn and has a user-friendly interface.

**Online Resources:** Relevant online resources that support the course content and encourage further investigation will be available throughout the course assignments. Active hyperlinks are utilized throughout the course and will link to the appropriate information when clicked. These include videos, podcasts, worksheets, online activities, journal articles and other resources.

## Course Dates

Self-paced; students may enroll at any time and take up to one year, from the date of registration, to complete assignments. Students may complete assignments in no less than three weeks for a 3-unit course (one week per unit).

## National Standards Addressed in This Course

**Common Core State Standards Initiative** (<http://www.corestandards.org/the-standards>)

The standards are:

- Aligned with college and work expectations.
- Clear, understandable and consistent.
- Include rigorous content and application of knowledge through high-order skills.
- Build upon the strengths and lessons of current state standards.
- Informed by other top performing countries so that all students are prepared to succeed in our global economy and society.
- Evidence and research based.

As you create lessons for your students you will be exploring the Common Core Standards and identifying how the lessons and activities you develop align with those standards.

## National Standards Addressed in This Course

### ISTE Standards for Educators

The Course Student Learning Outcomes directly addresses The International Society for Technology in Education Standards (ISTE) for Educators.

ISTE-E 1	Learner - Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
ISTE-E 2	Leader - Educators seek out opportunities for leadership to support student empowerment and success and improve teaching and learning.
ISTE-E 3	Citizen - Educators inspire students to positively contribute to and responsibly participate in the digital world.
ISTE-E 4	Collaborator - Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.

ISTE-E 5	Designer - Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.
ISTE-E 6	Facilitator - Educators facilitate learning with technology to support student achievement of the 2016 ISTE Standards for Students.
ISTE-E 7	Analyst - Educators understand and use data to drive their instruction and support students in achieving their learning goals.

### Continuing Education Student Learning Outcomes (CE-SLO)

CE-SLO 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-SLO 2	Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
CE-SLO 3	Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.
CE-SLO 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-SLO 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.
CE-SLO 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.

### Student Learning Outcomes (SLOs) for This Course

<b>Student Learning Outcomes for This Course</b> By the end of this course student will be able to:	<b>National Standards Addressed*</b>	<b>CE-SLO Addressed**</b>
1. Identify the role of online instruction in contemporary education and the driving forces behind the growth of e-learning.	ISTE-E1, ISTE-E3	CE 2,6
2. Plan, design, and incorporate strategies to encourage active learning, interaction, communication and collaboration in the online environment.	ISTE-E4, ISTE-E5	CE 2,4,6
3. Describe the online learning experience from the perspective of an instructor and student.	ISTE- E4, ISTE-E6	CE 3,4,5
4. Apply strategies for developing online experiences through a Universal Design for Learning and Equity-Minded lens.	ISTE- E5, ISTE-E6	CE 2,4,5

5. Demonstrate competencies in creating and implementing assignments in online learning environments.	ISTE- E5, ISTE-E7	CE 2,4,6
6. Develop online assessments that align with objectives and assignments that meet standards-based learning goals.	ISTE- E6, ISTE-E7	CE 2,4,6
7. Identify strategies for creating course content that is accessible to all learners.	ISTE- E5, ISTE-E6	CE 5,6
8. Evaluate readiness for online instructions against national standards.	ISTE- E2, ISTE-E7	CE 2,3,4

\* Please refer to the section on **National Standards Addressed in This Course**

\*\* Please refer to the section on **Continuing Education Program Student Learning Outcomes**

## Topics, Assignments, and Activities

Module Title	Module Assignments and Activities	Points Possible
<b>Home Page</b>	<ul style="list-style-type: none"> <li>Welcome Video</li> <li>Course Syllabus</li> <li>Policies and Procedures</li> <li>Introduce Yourself Forum</li> </ul>	
<b>Module 1:</b> Getting Started	<ul style="list-style-type: none"> <li>1.1 Discussion: Introductions</li> <li>Learner Profile Survey</li> </ul>	10
<b>Module 2:</b> Technology and Standards-Based Instruction	<ul style="list-style-type: none"> <li>Read: Foundations of Online Teaching: Standards, Research, and Best Practices</li> <li>2.1 Assignment: Integrating Technology: Best Practices and Challenges</li> <li>2.2 Discussion: Standards &amp; Technology and Online Teaching</li> </ul>	20 10
<b>Module 3:</b> The Evolution of Online Learning	<ul style="list-style-type: none"> <li>Read: Astronomy: The Evolution of Online Learning</li> <li>3.1 Assignment: The Evolution of Online Learning</li> <li>3.2 Discussion: Technology Meets Good Practice</li> </ul>	20 10
<b>Module 4:</b> The Online Instructor	<ul style="list-style-type: none"> <li>Read: First Steps: Preparing for Online Teaching</li> <li>Read: The Online Instructor</li> <li>4.1 Assignment: Humanizing your Teaching: Who Am I? Video</li> <li>4.2 Discussion: Sharing Your Video Journey</li> </ul>	20 10
<b>Module 5:</b> The Online Student	<ul style="list-style-type: none"> <li>Read: Understanding Our Students</li> <li>5.1 Assignment: Learner Profile Survey</li> <li>5.2 Assignment: Success in the Online Classroom Presentation</li> <li>5.3 Discussion: Sharing Informational Presentations</li> </ul>	20 20 10
<b>Module 6:</b> Universal Design for Learning & Accessibility	<ul style="list-style-type: none"> <li>Read: Universal Design for Learning &amp; Accessibility</li> <li>6.1 Assignment: Applying the UDL Framework to a Lesson</li> <li>6.2 Discussion: Accessibility Simulations</li> </ul>	20 10

<b>Module 7:</b> Engagement & Communication in the Online Classroom	<ul style="list-style-type: none"> <li>Read: Engagement &amp; Communication in the Online Classroom</li> <li>7.1 Assignment: Welcome Letter</li> <li>7.2 Discussion: Strategies to Build Community</li> </ul>	20 10
<b>Module 8:</b> Assessment Strategies for Online Instruction	<ul style="list-style-type: none"> <li>Read: Assessment Strategies for Online Instruction</li> <li>8.1 Assignment: Designing an Online Assessment</li> <li>8.2 Discussion: Adapting Assessments for the Online Classroom</li> </ul>	20 10
<b>Module 9:</b> Creating Content for Online Learning	<ul style="list-style-type: none"> <li>Read: Creating Content for Online Learning</li> <li>9.1 Assignment: Designing and Online Lesson</li> <li>9.2 Discussion: Reflections on Lesson Design</li> </ul>	20 10
<b>Module 10:</b> The Final Project: Going Online	<ul style="list-style-type: none"> <li>Read: Considerations for the Final Project</li> <li>Read: Best Practices in Online Course Design</li> <li>10.1 Assignment: The Final Project</li> <li>10.2 Assignment: Assessing Your Readiness for Online Instruction</li> <li>10.3 Discussion: Final Course Reflection</li> </ul>	50 10 10
<b>Course Wrap-up –</b> Grading and Evaluation	<ul style="list-style-type: none"> <li>Final Reflection Forum</li> <li>Course Evaluation</li> <li>Course Completion Checklist</li> <li>Grade Request / Transcript Request</li> </ul>	
<b>TOTAL POINTS</b>		<b>340 points</b>

## Grading Policies, Rubrics, and Requirements for Assignments

### Grading Policies

- Assignments will be graded per criteria presented in the course rubrics.
- A = 90-100% and B = 80-89%, (anything below 80% will not receive credit.)
- The discernment between an A or a B letter grade is at the discretion of the instructor based on the quality of work submitted (see course rubrics).
- Coursework falling below a B grade will be returned with further instructions.
- All assignments must be completed to receive a grade and 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.

### Grading Rubrics

Grade	Percent	Description	Rubric
A	90-100%	Excellent	Meets all course / assignment requirements with significant evidence of subject mastery and demonstration of excellent graduate level professional development scholarship.
B	80-89%	Very Good	Adequately meets criteria for all course/assignment requirements - demonstrates subject competency with very good graduate level professional development scholarship.

NC	Below 80%	Unacceptable	Does not meet the minimum criteria for all course/assignment requirements and demonstrated little, if any, evidence of acceptable graduate level professional development scholarship.
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### Writing Requirements

- **Superior:** Writing is clear, succinct, and reflects graduate level expectations. Clearly addresses all parts of the writing task. Maintains a consistent point of view and organizational structure. Includes relevant facts, details, and explanations.
- **Standard:** Writing is acceptable with very few mistakes in grammar and spelling. Addresses most parts of the writing task. Maintains a mostly consistent point of view and organizational structure. Includes mostly relevant facts, details, and explanations.
- **Sub-standard:** Writing contains noticeable mistakes in grammar and spelling. Does not address all parts of the writing task. Lacks a consistent point of view and organizational structure. May include marginally relevant facts, details, and explanations.

### Lesson Plan Requirements

- **Superior:** Instructional goals and objectives clearly stated. Instructional strategies appropriate for learning outcome(s). Method for assessing student learning and evaluating instruction is clearly delineated and authentic. All materials necessary for student and teacher to complete lesson clearly listed.
- **Standard:** Instructional goals and objectives are stated but are not easy to understand. Some instructional strategies are appropriate for learning outcome(s). Method for assessing student learning and evaluating instruction is present. Most materials necessary for student and teacher to complete lesson are listed.
- **Sub-standard:** Instructional goals and objectives are not stated. Learners cannot tell what is expected of them. Instructional strategies are missing or strategies used are inappropriate. Method for assessing student learning and evaluating instruction is missing. Materials necessary for student and teacher to complete lesson are missing.

### Instructor/Student Contact Information

Throughout the course participants will be communicating with the instructor and their classmates on a regular basis using asynchronous discussion forums. Students are provided with instructor contact information in the event they want to make email or phone contact. In addition, students are encouraged to email or phone the instructor at any time. Students will also receive feedback on the required assignments as they are submitted.

### 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.

### Coursework Hours

Based on the Carnegie Unit standard, a unit of graduate credit measures academic credit based on the number of hours the student is engaged in learning. This includes all time spent on the course: reading the textbook, watching videos, listening to audio lessons, researching topics, writing



papers, creating projects, developing lesson plans, posting to discussion boards, etc. Coursework offered for FPU Continuing Education graduate credit adheres to 45 hours per semester unit for the 900-level courses. Therefore, a student will spend approximately 135 hours on a typical 3-unit course.

## **Services for Students with Disabilities**

Students with disabilities are eligible for reasonable accommodations in their academic work in all classes. In order to receive assistance, the student with a disability must provide the Academic Support Center with documentation, which describes the specific disability. The documentation must be from a qualified professional in the area of the disability (i.e. psychologist, physician or educational diagnostician). Once documentation is on file, arrangements for reasonable accommodations can be made. For more information and for downloadable forms, please go to <https://www.fresno.edu/departments/disability-access-education>.

## **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 per the procedures set forth in the Fresno Pacific University Catalogue and Handbook - <https://handbook.fresno.edu/graduate/academic-policies>

## **Technology Requirements**

To successfully complete the course requirements, course participants will need Internet access, can 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. If you need technical support, please contact your Internet Service Provider.

**Getting Help with Canvas:** If you need help with Canvas, please contact the FPU Help Desk by phone: (559) 453-3410 or email: [helpdesk@fresno.edu](mailto:helpdesk@fresno.edu). Help is available Mon-Fri 8:00 am to 7:00 pm.

## **Final Course Grade and Transcripts**

When all work for the course has been completed, students will need to logon to the Continuing Education website (<https://ce.fresno.edu/my-account>) and "Request Final Grade". Once the instructor receives the requests and submits the grade online, students may log back in to view their Final Grade Report or order transcripts online. Please allow at least two weeks for the final grade to be posted. For more information, see the Continuing Education Policies and Procedures at <https://ce.fresno.edu/ce-policies-and-procedures>.

## **University Policies and Procedures**

Students are responsible for becoming familiar with the information presented in the Academic Catalog and for knowing and observing all policies and procedures related to their participation in the university community. A summary of university policies may be found on the university website at <https://www.fresno.edu/departments/registrars-office/academic-catalogs>.

## Fresno Pacific University Student Learning Outcomes (FPU-SLO)

FPU-SLO 1	<b>Oral Communication:</b> Students will <i>exhibit</i> clear, engaging, and confident oral communication – in both individual and group settings – and will critically <i>evaluate</i> content and delivery components.
FPU-SLO 2	<b>Written Communication:</b> Students will <i>demonstrate</i> proficient written communication by <i>articulating</i> a clear focus, <i>synthesizing</i> arguments, and utilizing standard formats in order to <i>inform</i> and <i>persuade</i> others.
FPU-SLO 3	<b>Content Knowledge:</b> Students will <i>demonstrate</i> comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
FPU-SLO 4	<b>Reflection:</b> Students will <i>reflect</i> on their personal and professional growth and <i>provide evidence</i> of how such reflection is utilized to manage personal and vocational improvement.
FPU-SLO 5	<b>Critical Thinking:</b> Students will <i>apply</i> critical thinking competencies by <i>generating</i> probing questions, <i>recognizing</i> underlying assumptions, <i>interpreting</i> and <i>evaluating</i> relevant information, and <i>applying</i> their understandings to new situations.
FPU-SLO 6	<b>Moral Reasoning:</b> Students will <i>identify</i> and <i>apply</i> moral reasoning and ethical decision-making skills, and <i>articulate</i> the norms and principles underlying a Christian worldview.
FPU-SLO 7	<b>Service:</b> Students will <i>demonstrate</i> service and reconciliation as a way of leadership.
FPU-SLO 8	<b>Cultural and Global Perspective:</b> Students will <i>identify</i> personal, cultural, and global perspectives and will employ these perspectives to <i>evaluate</i> complex systems.
FPU-SLO 9	<b>Quantitative Reasoning:</b> Students will accurately <i>compute</i> calculations and symbolic operations and <i>explain</i> their use in a field of study.
FPU-SLO 10	<b>Information Literacy:</b> Students will <i>identify</i> information needed in order to fully understand a topic or task, <i>explain</i> how that information is organized, <i>identify</i> the best sources of information for a given enquiry, <i>locate</i> and critically <i>evaluate</i> sources, and accurately and effectively <i>share</i> that information.