

COLLEGES OF WORCESTER CONSORTIUM, INC.  
**Certificate in College Teaching**  
Syllabus  
IDND 30518: Developing and Teaching an Online Course  
Fall 2007

**Instructor**

**Dr. Donald Vescio**

**Email:** [dvescio@worcester.edu](mailto:dvescio@worcester.edu) (I respond to all email within one working day – and most of the time, sooner.)

**Office Telephone:** 508.929.8157 (Leave a message; I return all calls within one working day.)

**Office Hours:** M, W 7-8 p.m. (online) and by appointment

**Course Dates:** September 12, 2007 – October 31, 2007

**Course Location:** Virtual – it's all online!

**Course Times:** All course interaction, excepting a single assignment, will be conducted asynchronously – this means you can work at times most convenient for you.

**Course Week:** The course week runs Wednesdays through Tuesdays.

**Required Texts:** All readings will be available online.

**Course Description**

This course will provide an introduction to the theory and practice of online course design and pedagogical practices. Participants will learn how to: develop content for online presentation; establish dynamic online collaborative student communities; assess and test student performance in online learning environments; and leverage the functionality common learning management systems (e.g., Blackboard) and content management systems (e.g., Microsoft's SharePoint) to achieve a rich and interactive online course experience. This course is appropriate for any faculty member interested in teaching a course completely online or who may want to significantly augment a traditional face-to-face course with online interaction. Participants will be expected to be able to send and receive email messages and attachments, browse websites, and have consistent access to a reliable internet connection. All course material will be presented online in an asynchronous fashion, with the exception of a single synchronous exercise. Participants should assume that they will need to allocate approximately 2-3 hours per week for the duration of this course.

**Time Expectations**

- Assume approximately two-three hours/week of active work in the course
- All but one activity will take place in an asynchronous fashion – in other words, you will be able to participate in most activities at a time convenient for you. There will be multiple scheduled opportunities to participate in the single synchronous activity.

**Participation Expectations**

- Participation is demonstrated through regular and thoughtful participation in discussion board and email activities.
- Daily participation in the course is much more preferable than batching activity on the day that an assignment is due.
- Discussion board posts should demonstrate some engagement in the discourse:
  - **Really Bad:** "Ditto"
  - **Not So Good:** "Great thought, Jim!"

- **Much Better:** "Jim, I thought that your analysis of the no significant difference debate missed an important point, that technology-based pedagogies assume a certain level of economic resources. While I agree with you that technology-based pedagogies..."

### Due Dates and Disaster Recovery

- Unless otherwise stated, all assignments must be completed by 11.59 P.M. of the published due dates.
- Plan ahead and make local copies in Word or another format of all materials submitted or posted online in the event of systems failure.
- If you encounter specific hardware or network problems that prohibit you from completing an assignment on time, contact me immediately via telephone, email, or fax.
- If you experience recurrent technical problems that prohibit you from completing multiples assignments, you may be asked to re-enroll into the course at a future date.

### Technology Expectations

- Access to a Windows-based computer (Apple will work for most, but not all, assignments)
- Broadband internet connection
- Ability to send and receive email and email attachments
- MS Office **or** OpenOffice (see <http://www.openoffice.org>) applications
- Adobe's Acrobat PDF reader (available free from <http://www.adobe.com>)

### Texts/Content/Assignments

- There are no textbooks to purchase for this course (given the rapid pace of technology change, most traditional print-based texts are out of date prior to their distribution.
- All required readings will be available online.
- At the beginning of each week, I will provide you with with an audio summary of the topics that we will explore.
- I will post each week's assignments by 8.00 P.M., Wednesday evenings.

### Course Topics

#### **September 12**

- Introduction to Online Learning Management Systems
- Online Instructional Design: Overview of Best Practices
- Discussion Boards

#### **September 19**

- Moderating Online Discussion
- Building Online Community

#### **September 26**

- Technology-based Response Strategies
- Podcasting/Blogging

**October 3**

- Online Content and Copyright
- Mechanics of Online Information Acquisition
- Assignment Design

**October 10**

- Assessing Student Performance
- Online Testing Theory and Practice

**October 17**

- Workflow and Logistics
- Presentation Formats
- Low Cost Learning Management System Alternatives, Part One

**October 24**

- The Online Course Syllabus
- Low Cost Learning Management System Alternatives, Part Two

**October 31**

- Online Course Portfolio Due
  - Sample syllabus
  - Representative assignments
  - Representative transactional activities
  - Representative tests and assessments

**Evaluation**

1. Regular and thoughtful participation in online discussion: 20%
2. Blog/Online Journaling: 10%
3. Annotated Bibliography: 20%
4. Online Course Portfolio: 40%
5. Self-assessment of Teaching Practices: 10%