

You are about to complete the Teaching Online Academy--there is just one more step to take—creating your own Course Syllabus and Calendar. If at any point you have questions, please don't hesitate to ask your Academy facilitator. Our goal is to help you succeed online!

"Final Exam"

As we close the Teaching Online Academy, there is a "final exam" we would like you to complete in order to earn your Certificate of Completion. Rather than create more tests or other assignments to check for understanding, we at AT have chosen to create an assignment that is beneficial for your online course, as well as be a skill check for us.

Please note: Any documents you ever upload, should be in .pdf format! This maintains the integrity of the document and is easily accessible for all computers. To complete the Academy and earn your Certificate of Completion, you will need to do the following things in your syllabus and calendar:

Syllabus

1. Start with the course name, the CRN, your contact information, and your office hours. Remember to think about how you want to conduct office hours: online via a video conferencing tool like Skype or Blackboard Collaborate, Instant Messaging in platforms like Google Chat or Blackboard IM, and traditional Blackboard and UTEP webmail. ****Tip: Any one or a combination of these will work, just make sure to maintain a constant presence in all methods chosen to communicate with students.**
2. Include a brief course description and the learning outcomes for the course.
3. Include the required texts and materials for the course. ****Tip: Try to include an image of the textbook cover and the related ISBNs. Also, many find it useful to require students to purchase a USB drive or cloud service to save work completed inside and outside the classroom.**
4. At this point we suggest that you list and give a brief description of the major course assignments or projects. You can include what each assignment is worth or weighed in the course, or you can choose to define what major assignments, participation points, extra credit points are worth in a separate table in the syllabus. Finally in this section, you should include the point distribution for the course in relation to final grades.
5. You may want to have some kind of discussion board, blog, journals, wikis etc. It is important to include parameters for these (expectations, possibly word count, etc.)
6. Next, you need to address Course/Instructor Policies. This can include the following variables:

Class Participation: percentage of course, group work, etc. ****Note: We suggest that you define what the expectations are for online group activities. Consider things like group project contracts with defined roles, and/or peer review groups with defined assessments or rubrics.**



Attendance: Measure in regards to completion of modules or major assignments.
Example: Failure to turn in two major assignments results in student being dropped.

Late Work: Many instructors agree that technology issues are not an excuse for late work. Consider adding a list of computer labs/hours available on campus.

Online Netiquette: Consider audience, purpose, and content of all online discourse.

Time Management/Investment Online, Academic Integrity/ Copyright and Fair Use,

ADA: Information on CASS office.

Calendar: Your calendar should include all due dates for major and minor assignments, along with any special reminders on specific dates. It should be organized by weeks/modules and aim to stay concise by only including due dates or events.

****Tip: Create abbreviations for texts (example: *Rhetoric and Writing Studies* = RWS), and make all your due dates consistent (example: All major assignments are always due on Sunday at 11:30 pm).**

Once you have finished all of these things, click on "Tell Cira You Are Done" submission area. Put a quick note letting me know this is completed and that I can review your syllabus and calendar.

Thank You!

Please don't hesitate to contact your academy facilitator and/or Academic Technologies at any time during your course development, implementation, and whenever you revisit your course design to make changes. Our team is always ready to support your teaching endeavors, and to help your students be successful in their learning. Come in for a consultation and/or visit our website at <http://at.utep.edu>

Having said this, you also have the resources to facilitate your online course, and troubleshoot it, when necessary. The more you are comfortable with the learning management system, the more you can control and fix things as they come up in your course. Your students will appreciate this type of faculty presence as well--as it usually will resolve issues much more quickly for them.

And finally, as you work toward the development of your online course, we recommend that you assess the quality of your course design through peer evaluation. Ask a colleague who has experience teaching online to utilize the peer evaluation tool available through <http://at.utep.edu/tll> developed by Academic Technologies. It is a good measure and reminder of the attributes an effective online course will possess.

Thank you for your participation in the Teaching Online Academy!