



SHENANDOAH™

U N I V E R S I T Y

Center for Teaching, Learning, and Technology

Distance/Hybrid Education Teaching Certificate Syllabus

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Goals: This course is intended to prepare faculty to teach distance and blended/hybrid courses.

Learning Objectives: At the conclusion of this course, participants will be able to:

Objective	Assessments
Identify best practices for teaching online	Online discussions
Design effective learning activities	Learning activity exercises
Understand legal and regulatory requirements	Quiz
Select appropriate technologies to support teaching and learning	Technology Plan
Design an assessment and academic integrity plan	Testing and Academic Integrity Plan

Expectations: It is expected that each lesson will take less than 2 hours. It is recommended that 3 synchronous online meetings can be held, one at the beginning, one at the middle and one at the end. The participant can complete other lessons asynchronously. Upon request, training in a particular instructional technology can be added.

Communication: Is strongly encouraged, both with the instructor and with fellow participants via email, Canvas Discussion Board, and Google Collaboration.

Course Delivery: The course will be delivered via WebConferencing (Zoom) and the Canvas LMS. Participants must have a computer with a recent version (within the last two versions) of Firefox, Chrome, or Safari. The computer must have a camera and speakers.

Canvas: <https://su.instructure.com> (login with your SUNet login and password)

Zoom link: <https://zoom.us/j/4437774073>

Lessons

- 1 Welcome and First Principles-**Synchronous meeting via Zoom**
Learning Activity: Google Slides Collaborative Team Building Assignment
- 2 Building a Learning Community
Learning Activities: 1) Google Doc Collaborative paper sharing characteristics of learners in your discipline and 2) Communication Plan (A+B)
- 3 Teaching Modes and Scaffolding
Learning Activity: Learning objectives
- 4 Designing Learning Activities
Learning Activities: 1) Write a lesson plan with an associated individual learning activity 2) Write a lesson plan with an associated collaborative learning activity
- 5 Assessment, Testing, & Academic Integrity-**Synchronous meeting via Zoom**
Learning Activity: Write a testing and academic integrity plan
- 6 Legal Requirements and Guidelines
Learning Activity: Quiz
- 7 Technologies to support online teaching
Learning Activity: Write a technology plan
- 8 Staying Current in the field
Learning Activity: 1) Identify journals, professional organizations or websites in your discipline 2) Experiment with Twitter
- 9 Distance Education 2.0
Learning Activity: Identify 3 web resources to enrich your online class
- 10 Synthesis and Reflection-**Synchronous meeting via Zoom**
Learning Activity: Discussion

Optional Lab

As needed, schedule a training session to learn how to use Zoom or Panopto to record presentations. Then record a 10-15 minute lesson using and prepare an associated learning activity. Email the instructor the link(s) to the files to receive feedback. (If you record using Zoom, the .mp4 file can be uploaded to Google Drive.)

Certificate of Completion

Upon successful completion of all lessons and assessments, the participant will be issued a certificate of completion.