

Harper College Graduate Equivalency Course (GEC) Syllabus

Teaching Online Successfully – Facilitate

1 GEC

Online

Faculty Information

TBD

Course Information

Course Description and Course Goals:

This two-week, online course prepares and supports faculty who are teaching an online or blended course in Blackboard for the first time, and any faculty who have an interest in exploring best practices in online and blended course facilitation. Faculty will learn about critical components of effective course management and communication, develop a faculty schedule to aid in the management of their course, and enhance their course and syllabus using tools to encourage faculty-student and student-student interaction.

Learning Outcomes:

1. Summarize the importance of comprehensive faculty facilitation for distance learners' success.
2. Assess best practices for online facilitation.
3. Design a facilitation schedule for the term.
4. Implement best practices into the upcoming course shell.

Course Outline:

1. Introduction to Online Course Facilitation
2. Implementing Best Practices

Required Text:

All required resources are posted inside of the Blackboard course shell.

Required Materials:

- Access to a computer with the [Google Chrome browser](#), version 54+ or the [Firefox browser](#), version 49+. These will be required to fully utilize the Blackboard Collaborate Ultra tool, which you will be using to record a Course Walkthrough in Week 2. To find out what your browser version is, click on the browser menu icon in the upper right corner of the browser. Click on Help, then click on About Google Chrome (or About Firefox). This will display your browser version, as well as a prompt to update if updates are available. Contact the Help Desk at x4357 (on campus) or 847-925-6199 (off campus) if you have questions or need help installing/updating one of these browsers.

Recommended Materials:

- A headset with a microphone, or a computer with speakers and a microphone to assist in recording narration for your Course Share in Week 2. If you do not have these materials, a cell phone or land line phone can be used for the audio.

Participant Expectations and Requirements

Expectations of the Participant Role:

As this course is only two weeks long, you are expected to work through the content in a timely manner. As you will earn 1 GEC for the course, please plan to spend approximately 30 hours total during the two weeks. If you run into difficulties completing the assignments on time, please contact me as soon as possible so that we can come to a solution quickly.

Expectations of Facilitator Role:

I will be active in this course in Blackboard on the following days - . Expect to see me posting in the discussion boards, and posting grades and feedback on these days. I commit to responding to your email and voicemail messages within 48 hours. I will post feedback and grades on assignments not later than 3 days after the due date for each assignment. Always feel free to post questions to the “Questions Asked and Answered” discussion forum where fellow participants can also be of assistance.

Course Requirements and Assignments

Skill Requirements:

It is necessary for you to have the following Blackboard skills to ensure your success in this course.

1. Log into Blackboard
2. Navigate to, and around, a course shell to locate information
3. Participate in a course with a “student” role (post discussion threads, attach a document to an assignment link, view grades, etc.)
4. Utilize “Edit Mode” to make updates and editions to academic course

During Week 2 of this course you will also need to:

1. Draft an email to be sent through BB
2. Create a course Welcome Announcement
3. Update the Syllabus
4. Create the Faculty Information
5. Create Discussion Forums
6. Build a Midterm Survey
7. Make a Course Available to Students

A link to Blackboard tutorials will be provided in Week 2 to help you complete the assigned work. If you need assistance with any of these skills before then, you can visit the Blackboard Tutorials link now, or utilize the following Academy for Teaching Excellence resource to learn and practice the skills:

1. Review [Blackboard tutorial videos](#) that cover these skills.

2. Contact Faculty Blackboard Support within the Academy for Teaching Excellence at bbtechsupport@harpercollege.edu to request a one-on-one training session with a member of the Academy.

Each week there will be assignments to complete in this course.

1. **Discussions Boards** – Please be sure to post your original thread and your peer reply thread by the due dates. Please be sure to participate in a collegiate manner. You may review the grading rubric, provided in the discussion forum, before posting.
2. **Assignment Submission** – You will be creating a facilitation plan/calendar to follow during the upcoming term. You will be submitting a copy of this via the assignment link in Week 1. Be sure to review the grading rubric, provided in the assignment, before submitting.
3. **Course Building/Updating** – You will be making edits to your upcoming distance course inside of Blackboard. Please be sure to review the grading rubric, provided in the assignment, before completing the edits.
4. **Participation in Blackboard Collaborate Ultra session** – You will be participating in a live, Blackboard Collaborate Ultra session at the end of Week 2. Please be sure to review the grading rubric, provided in the assignment, before completing the edits.

Methods of Evaluation

Graded Assignments:

Assignment	Points
Discussion Board Forums <ul style="list-style-type: none"> • “Getting to Know You” Discussion forum = ungraded • “Best Practices” discussion forum = 6 points 	6 points
Calendar of Facilitation Steps	9 points
Course Content Creation <ul style="list-style-type: none"> • Course is Now Open Email Message • Course Welcome Announcement • Syllabus Update • Faculty Information • Discussion Forums • Midterm Survey 	30 points
Blackboard Collaborate Ultra Participation	5 points

Total Points	50 Points
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Important Note: A minimum of **40 points** must be earned to successfully complete this course.

Policies

Participants with Disabilities and Academic Accommodations:

Harper College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let Access and Disability Services (ADS) know immediately at 847.925.6266. ADS will privately discuss the options you have, including the accommodations they offer. You are welcome to register with Access and Disability Service by going to www.harpercollege.edu/ads and fill out the application for ADS services. Once you have your accommodations approved by ADS, please make arrangements with the instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. ADS contact information: 847.925.6266, ads@harpercollege.edu, Building I, Room 103.

Equal Opportunity Statement:

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service

Withdrawal Policy:

The last day to unenroll from this course is seven calendar days from the first day of class. You must notify both the instructor, and Katie Michelau - kmichela@harpercollege.edu, if you wish to unenroll. After seven days, if you do not successfully complete the course or unenroll, you will receive a "WV" (Withdrawal) on your transcript, and no credit will be awarded.

Course Calendar

Week	Outcomes	Activities within Resources:	Due Dates (in Central Time)/Assignments
Orientation/ Week 1 Orientation	<ul style="list-style-type: none"> Acclimate to the course 	<ul style="list-style-type: none"> Review course syllabus, schedule, faculty information, and Course Material content. Explore course layout and materials – including the Orientation module 	All due Wednesday by midnight <ol style="list-style-type: none"> Submit your Statement of Understanding Access the academic BB course that you will facilitate

Week	Outcomes	Activities within Resources:	Due Dates (in Central Time)/Assignments
			<ol style="list-style-type: none"> 3. Post in “Questions Asked and Answered” forum as needed 4. Post in the “Getting to Know You” Discussion forum (1 original post + 1 reply to peer)
<p>Week 1</p> <p>Introduction to Online Course Facilitation</p>	<ul style="list-style-type: none"> • Summarize the importance of comprehensive faculty facilitation. • Assess the best practices for facilitation. • Ensure ample weekly time for thorough course facilitation time. 	<ul style="list-style-type: none"> • Read “Best Practices Quick Guide” • Read “Online Instructor Roles” • Review and print or download “Facilitation List and Record Keeping” 	<ol style="list-style-type: none"> 1. Post in the “Best Practices” discussion forum – Original Posts due by Friday at midnight; Peer Reply by Sunday at midnight. 2. Submit your personal facilitation calendar/schedule – Due by Sunday at midnight.
<p>Week 2</p> <p>Implementing Best Practices</p>	<ul style="list-style-type: none"> • Implement best practices in an academic course. 	<ul style="list-style-type: none"> • Watch Blackboard Tutorials • Scan through Icebreaker Topics • Read “Mastering Online Discussion Board Facilitation” • Read the Non-Verbal Communication Online article • Review the Blackboard Collaborate Ultra documents 	<p>Make Blackboard course shell updates:</p> <ol style="list-style-type: none"> 1. Draft a “Course Is Now Open” email 2. Create a course Welcome Announcement 3. Update the Syllabus 4. Create Faculty Information 5. Create Discussion Forums 6. Build a Midterm Survey (All due by Sunday at midnight.) <p>Last Activities:</p> <ol style="list-style-type: none"> 1. Participate in “Let’s Share” Blackboard Collaborate Ultra session – To be scheduled near the end of Week 2. 2. Participate in “Facilitate” course survey – Optional,

Week	Outcomes	Activities within Resources:	Due Dates (in Central Time)/Assignments
			but appreciated. Due at the end of the course.