



Quality Essentials 1 Syllabus

Self-paced training with live Course Enhancement sessions, and option of attending support sessions and/or consultations with instructional designers.

Description

This Quality Essentials 1 course on online teaching methodologies and tools will prepare you in how to teach Online and Alternative Mode of Instruction (AMI) and introduce you to Quality Matters rubric, where you will examine and apply 23 rubric standards to your course and explore learning objectives and alignment. You will be enrolled with fellow faculty where you will have the opportunity to collaborate and share teaching strategies.

Format

This training will be asynchronous and self-paced, and you will have the flexibility to explore and view the essential topics. Live course enhancement sessions, live support sessions, and instructional design consultation opportunities will be provided by Academic Technology Services. The program will also include low stake quizzes and discussion board interactions. You will use BeachBoard and BeachBoard integrated tech tools to interact with the content and to access the programs’ training materials and to submit program deliverables.

Learning Outcomes:

This training will prepare you and provide you information on how you can transition from a traditional face-to-face class to an online and/or alternative mode of instruction, and support you in developing the critical components of your course.

By the end of this training, you will be able to:

1. Recognize essential elements of the course that lead to student’s success.
2. Inspect key elements of the course to ensure they comply with each of the 23 standards in the QE rubric
3. Apply each of the 23 QE rubric standards to course design.
4. Inspect course content for alignment and accessibility.
5. Build 4 to 5 weeks’ worth of content abiding by QE rubric standards.
6. Evaluate and prepare course design to meet the standards of online quality assurance using the Quality Matters rubric.

Time Commitment and Schedule

Completion of this training will take at least 45-50 hours, including attending the course enhancement sessions, and or support sessions, and enrolling in the [CSU Chancellor’s Office Quality Matters professional development workshops](#). Your time commitment will vary based upon your own level of experience with technology and course design.

Course Topics and Assignments

Topics	Assignment
Essential course communication and information	Discussion Question
Policies and Resources	Quiz
Learning Objectives and Course Alignment	Quizzes
Accessibility	Dropbox Submission
Interactivity and engagement	Quizzes
Student Success	Discussion Question, & Quiz



Requirements for Completion

- Login frequently to the Quality Essentials 1 course and read the content material.
- Complete the assessment/assignment in each module.
- Attend 2 Course Enhancement sessions offered by Academic Technology Services (ATS).
- Attend at least one of the Friday support sessions and/or schedule at least one consultation session with your assigned instructional designer.
- Use the 23 standard checklist and apply each standard to your course.
- Use the Course Alignment Blueprint to input 4-5 full weeks that are aligned.
- Build 4-5 weeks of course modules in your BeachBoard course demonstrating course alignment and your intent for technology usage (*please note: for your convenience the [Online Course Template](#) is available for use*).
- Enroll and complete the 3-week Quality Matters “Designing Your Online Course” (DYOC) or “Improving Your Online Course” (IYOC) offered through the [CSU Chancellors Office](#).

Communication Policy

The News Announcements tool within BeachBoard will be the mean of communication for this course. News Announcements do appear on your BeachBoard’s main page as well as the program home page. BeachBoard will also send emails to the email address associated with your BeachBoard account. Please check the announcement on the home page often, as it will contain important information, updates, changes, or clarifications about the Quality Essentials I course.

Questions asked on the discussion board or sent through email will be responded to within 48 hours. Any emails sent over the weekend will be responded to you by the next business day. If we do not respond within 48 hours, assume that we did not get your message and please resend it.

For questions about the Quality Essentials I course, please send an email to ATS-InstructionalDesign@csulb.edu

Netiquette

Netiquette is a term that relates to acceptable conduct in an online environment. For a detailed explanation of proper Netiquette that will be implemented in this training, go to [The Core Rules of Netiquette](#).

Special Needs & Accommodations

If you need reasonable modifications, special assistance or accommodations, please email ATS-InstructionalDesign@csulb.edu.



Tips for Success

- Block out time in your schedule to do the work.
- If this is your first online learning experience, expect to invest extra time to orient yourself with the training design, technology tools and [BeachBoard features](#).
- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it and assist others when possible.

- Read this syllabus and any other training materials carefully and ask for clarification when needed.

Technology Requirements

- PC or Mac (less than 3 years old)
- Windows 7 or Mac OS X (minimum)
- Cable or DSL Internet
- Latest Firefox Browser
- Latest Google Chrome Browser
- [PDF Reader](#)
- Word Processing Software (i.e., Word, Pages)
- Slide Presentation Software (i.e., PowerPoint)
- [Enable Cookies](#)
- [Enable JavaScript](#)
- Webcam
- USB Headset (speakers and mic)

Technology Skills

- Word Processing
- Slide Presentation
- File Management
- Internet Search
- Internet Browsing
- Uploading, Downloading, Installing Files
- BeachBoard Content and Discussion