Quality Essentials 1 Syllabus

Alternative mode of Instruction (AMI), self-paced training with live Course Enhancement sessions.

Description

This Quality Essentials 1 course on online teaching methodologies and tools will prepare you in how to teach 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 will also be provided by Academic Technology Services and low stake quizzes will be administered throughout the course and you will use BeachBoard and BeachBoard tools to access all training materials and submit assessments.

Learning Outcomes:

This training will provide information on how you can transition from a traditional class to an 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. Identify key elements of the course that complies 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 a course for eventual Quality Maters (QM) official review.

Time Commitment and Schedule

Completion of this training will take at least 45-50 hours, including attending the course enhancement 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
Getting Started	Quiz
Technology	Quiz
Design	Quiz
Delivery	Quiz
Student Success	Quiz

Requirements for Completion

- Login frequently to the Quality Essentials Part 1 course and read the content material.
- Complete the quizzes at the end of each module.
- Attend 3 course enhancement sessions offered by Academic Technology Services (ATS).
- 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 Fall 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 announcements item within BeachBoard will be used to post any type of communication. They will appear on the training homepage when you login and/or will be sent to the email 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 Part I course. We will respond to your questions within 48 hours, usually sooner, but slower on the weekends. 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 Part 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 to 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