

# Washtenaw Community College Comprehensive Report

## UAT 228 Online Teaching Techniques Effective Term: Spring/Summer 2016

### Course Cover

**Division:** Advanced Technologies and Public Service Careers

**Department:** United Association Department

**Discipline:** United Association Training

**Course Number:** 228

**Org Number:** 28280

**Full Course Title:** Online Teaching Techniques

**Transcript Title:** Online Teaching Techniques

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Credit hours**

**Outcomes/Assessment**

**Rationale:** Change contact hours and credit hours.

**Proposed Start Semester:** Winter 2016

**Course Description:** In this course, students explore the use of online resources such as Blackboard as a teaching tool. Forums, chat rooms, online testing, online assignments, using external links and other Internet features will be explained and demonstrated. Methods for converting traditional class materials into an online format will be emphasized. Procedures and standards for class page creation and maintenance will be presented. Students will have hands-on practice in creating online course materials. Students taking this course should be familiar with using an Internet browser and must have an email account. Limited to United Association program participants.

### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**The following Lab fields are not divisible by 15: Student Min, Instructor Min**

**Lab: Instructor: 5 Student: 5**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 20 Student: 20**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

**Audit**

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

### Requisites

### General Education

## Degree Attributes

Below College Level Pre-Reqs

## Request Course Transfer

Proposed For:

## Student Learning Outcomes

1. Demonstrate the procedures for login, online tests, and communication in an online course.

### **Assessment 1**

**Assessment Tool:** Teaching demonstration

**Assessment Date:** Fall 2015

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All

**Number students to be assessed:** 75% of all students through random sampling who teach the topic the subsequent year, minimum of 20 students

**How the assessment will be scored:** Departmentally-developed rubric

**Standard of success to be used for this assessment:** 75 percent of the students will score 11 or higher out of 16.

**Who will score and analyze the data:** UAT faculty

2. Create and build an online course using Blackboard.

### **Assessment 1**

**Assessment Tool:** Skills checklist

**Assessment Date:** Fall 2015

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All

**Number students to be assessed:** 75% of all students through random sampling who teach the topic the subsequent year, minimum of 20 students

**How the assessment will be scored:** Departmentally-developed rubric

**Standard of success to be used for this assessment:** 75 percent of the students will score 11 or higher out of 16.

**Who will score and analyze the data:** UAT faculty

3. Manage the course content, gradebook, and students in an online course.

### **Assessment 1**

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## Course Objectives

1. Describe how to access Blackboard and its course management tools.
2. Identify how to create and post announcements and communicate with students.
3. Recognize how to upload existing content from different files and areas.
4. Recognize how to request and customize course accounts.
5. Demonstrate how to utilize the materials and navigate in Blackboard.
6. Manage Blackboard users and create assignments.

## New Resources for Course

## Course Textbooks/Resources

Textbooks  
Manuals  
Periodicals  
Software

**Equipment/Facilities**

Level III classroom

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Justin Carter</i>	<i>Faculty Preparer</i>	<i>Jun 15, 2015</i>
<b>Department Chair/Area Director:</b> <i>Scott Klapper</i>	<i>Recommend Approval</i>	<i>Jun 17, 2015</i>
<b>Dean:</b> <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Jun 18, 2015</i>
<b>Curriculum Committee Chair:</b> <i>Kelley Gottschang</i>	<i>Recommend Approval</i>	<i>Sep 29, 2015</i>
<b>Assessment Committee Chair:</b> <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Sep 29, 2015</i>
<b>Vice President for Instruction:</b> <i>Michael Nealon</i>	<i>Approve</i>	<i>Oct 06, 2015</i>