
Facilitating Online Learning Syllabus

Course Description

The Facilitating Online Learning course will give new online facilitators the opportunity to work, learn, interact, and reflect in an online learning environment. While gaining first-hand experience as online learners and communicating within the computer-mediated environment, facilitators will be introduced to specific pedagogical principles, skills, and strategies necessary for effective online teaching and online course management.

This course explores strategies you can use to facilitate online courses. While participating in the online course you will be experiencing the use of the technology as a student and you will practice developing facilitation strategies of your own. The course is designed to be completed over a three-week period. Expect to spend approximately two to two and one-half (2-2 1/2) hours per day, Monday through Saturday, interacting with others in the course. This interaction time includes reading course material, completing assignments, and responding to interactive postings.

Prerequisites

Participant in this training should possess the following skills and competencies:

1. Basic computer skills including the use of a computer, internet browser, and other productivity tools such as Microsoft Office™.
2. The ability to effectively communicate in the electronic medium including E-mail, E-mail attachments, and discussion forums.
3. Willingness to explore online teaching strategies.
4. Ability to perform Internet searches.

Course Goals

1. Identify learner characteristics that may influence the design and development of online learning.
2. Practice discussion and facilitation skills in an active online forum.
3. Examine participants' institutional policies and procedures related to online learning.
4. Become familiar with regional and national standards for distance learning.
5. Evaluate media for enhancement of core content in a course.

Certification Requirements

In order to obtain certification for successful completion of this training, participants must meet the following requirements.

Attendance - Because this is a compressed training, multiple topics will be covered every week. In order to meet all the competencies, you will need to be in attendance 90% of the course dates as measured by your participation in the discussions and your submission of assignments by the deadlines given. No incomplete credit will be available.

Discussion Participation – Discussion participation will be assessed based on the following six criteria:

- Regularly contributes discussion postings by the deadline and demonstrates evidence of understanding key concepts
- Demonstrates respect for the intellectual property of others and provides ample citations for support of opinions
- Gives constructive feedback to other participants and stimulates additional thinking by other class participants
- Offers new interpretations and/or varied perspectives of material
- Consistently recognizes and demonstrates respect for the ideas of others

- Expresses ideas in a clear, concise manner, with correct grammar and spelling

Minimum Technology Requirements

The Facilitating Online Learning course will utilize Regis University’s WorldClass learning management system. Below is the link to the university’s minimum system requirements.

<http://www.regis.edu/regis.asp?sctn=sr&p1=its&p2=lms>

Course Schedule:

Week	Topic	Readings Due	Activities	Assignments
1	Getting Started	Syllabus; Course Overview; Topics	Review Syllabus and Overview; Discussion Tool Tutorial; Introductions; Who Are Your Students;	Advance Preparation - Standards Review
2	Discussion Skills	Articles & Online Research	Introduction and Expectations; Questioning Strategies Advance Preparation	Intro. and Expectations Checklist; Advance Preparation - Scavenger Hunt
3	Resource Selection	Articles & Online Research	Internal Resources; Threaded Conversations; Summarizing Threads	Course Evaluation