Online Course Facilitation Program
Summer 2016

Instructor

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Office Location: Library Annex C - 133
Email: Please use the Zimbra emails listed above to contact any of us.
You can expect a response within 24 hrs (normal business hours).
Office Hours: Monday-Friday, 9:00am-5:00pm

To learn more about us, and what we do, please visit our website:
http://distancelearning.kennesaw.edu/

Course Description

Welcome to the Online Course Facilitation Program (OCFP)! The Distance Learning Center (DLC) designed this program to teach and reinforce basic delivery practices to facilitate an online course. Over the next four weeks, this course will help you develop competencies to deliver a distance/online course.

Course Objectives

Upon successfully completing OCFP, you will be able to:
1. Copy and prepare a course for editing,
2. Apply the 10 principles of effective online course delivery,
3. Apply the 7 Principles for Good Practice in Undergraduate Education,
4. Apply the 3 primary principles for universal design for learning,
5. Update and change course documents and dates,
6. Prepare communications for course interactions, and
7. Grade submissions and provide feedback to students.

Required Textbook/Supporting Materials

There are no required textbooks for this course. Any supporting materials will be included as links within the online lecture components.
Technical Requirements

You will need reliable access to the Internet and a computer capable of accessing the online environment. There will be a need to submit screenshots of work completed. The instructions for taking screenshots can be found in Module 00.

Grading

This program requires the participants to complete at least 9 out of 11 milestones. Each milestone is worth 10 points for a potential total of 110 points. It generally takes 48-72 hours for us to grade the milestones and provide feedback.

Course Outline

This program will be delivered online asynchronously. There is no required meeting for this program. Participants are expected to review the online materials and complete the required weekly milestones. Below is an outline of the content and activities in each unit of the course. All activities are due on Monday 11:59PM in Eastern Standard Time and are located in the Brightspace (formerly known as D2L) Calendar.

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<tr>
<th>Modules</th>
<th>Content/Activities/Milestones</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>Copy course content</td>
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<td>Basic course interface</td>
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<td></td>
<td>Create an update list</td>
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<td>Module 2</td>
<td>Update Syllabus</td>
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<td></td>
<td>Update Dates and Schedule</td>
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<td>Create online course introduction</td>
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<td>Module 3</td>
<td>Create an introductory email</td>
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<td>Create News items</td>
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<td>Track students’ progress</td>
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<td>Module 4</td>
<td>Grade assignments, discussions, and quizzes</td>
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<td>Update Grades and leave additional feedback</td>
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Course Expectations

Expectations/Class Participation

Successful completion requires meeting the following assessed milestones:

- Milestone 01: Copy the course
- Milestone 02: Create a checklist for updating your course
- Milestone 03: Update the syllabus
- Milestone 04: Update due dates
- Milestone 05: Update course schedule
• Milestone 06: Create an online introduction
• Milestone 07: Post a News announcement
• Milestone 08: Enroll other participants in your course as students
• Milestone 09: Leave feedback for a Dropbox folder submission
• Milestone 10: Respond to participants’ discussions
• Milestone 11: Leave a comment on a Grade Item

Communication Rules
In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment the do's and don'ts of online communication are referred to as Netiquette. As a student in this course you should:

• Be sensitive and reflective to what others are saying.
• Avoid typing in all capitals because it is difficult to read and is considered the electronic version of 'shouting'.
• Don't flame - These are outbursts of extreme emotion or opinion.
• Think before you hit the post (enter/reply) button. You can't take it back!
• Don't use offensive language.
• Use clear subject lines.
• Don't use abbreviations or acronyms unless the entire class knows them.
• Be forgiving. Anyone can make a mistake.
• Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
• Always assume good intent and respond accordingly. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Late Assignments
As a courtesy, please submit your assignments on time according to dates listed in the Dropbox tool. If you are running behind, please do not hesitate to reach out to one of the instructors.

Student Responsibility
Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. It is not easier or less time than face-to-face courses. During each week, students are expected to:

• Check D2L course website regularly;
• Follow the weekly study guide;
• Study the assigned material, such as; virtual lectures, textbook chapters, PPT slides, etc.;
• Complete the milestones for each module.
Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and in whatever environment that you choose. Below are some tips for effective online learning:

- **Check the D2L course website regularly.** Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.

- **Work closely with your instructor.** If you have any questions, please contact me immediately. The best way to contact me is via email or text, and you will be guaranteed to have a reply within 12 hours.

- **Begin your work early.** If you can start a task early, don’t start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never wait until the last minute to begin an assignment! You’ll have no turnaround time if you need help or something happens.

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**Help Resources**

**Contacts to Get Help**

Student Help Desk studenthelpdesk@kennesaw.edu or call 470.578.3555  
D2L FAQ’s click here  
D2L Student User’s Guide click here  
UITS Student Training Workshop Schedule click here

**Additional Resources**

Remote access to Library Resources: http://library.kennesaw.edu/  
Student Support: http://learnonline.kennesaw.edu/resources/student_support_resources.php  
Tutoring and Academic Support: http://learnonline.kennesaw.edu/resources/tutoring_academic_support.php  
Advising: http://learnonline.kennesaw.edu/resources/advising.php  
Bookstore: http://bookstore.kennesaw.edu/home.aspx
University Policies

Academic Honesty

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/ falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

Plagiarism Policy

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

Disability Statement

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Kennesaw State University does not deny admission or subject to discrimination in admission any qualified disabled student.

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office for Student Disability Services and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required.

Special services are based on:
- medical and/or psychological certification of disability,
- eligibility for services by outside agencies, and
- ability to complete tasks required in courses.
ADA Position Statement

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact:

- ADA Compliance Officer for Students
  470-578-6443
- ADA Compliance Officer for Facilities
  470-578-6224
- ADA Compliance Officer for Employees
  470-578-6030

For more information, go to: http://www.kennesaw.edu/stu_dev/dss.