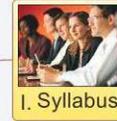


Creating an Effective Online Course



I. Syllabus

- I.1 Ready at class start
- I.2 Easy to understand
- I.3 Explains expectations clearly
- I.4 Contact & help info



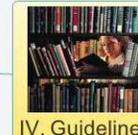
II. Objectives

- II.1 Summarize educational purpose
- II.2 Establish clear learning objectives
- II.3 Determine "take away skills"
 - II.3.1 Exercise critical thinking skills
 - II.3.2 Develop research skills
 - II.3.3 Develop new ideas



III. Coursework

- III.1 Appropriate readings, assignments, & tasks
- III.2 Topic-driven
- III.3 Promote self-learning
- III.4 Allow choice
- III.5 Reward collaboration



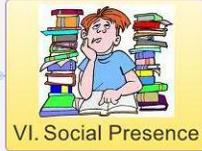
IV. Guidelines

- IV.1 Establish student expectations (attendance, etc.)
- IV.2 Discussion board "netiquette"
- IV.3 Grading rubric
- IV.4 What you can expect from the instructor



V. Assessment

- V.1 Meet course learning objectives?
- V.2 Rate level of overall satisfaction
- V.3 Identify gains
- V.4 Ideas for future improvement



VI. Social Presence

- VI.1 Start with Week Zero
- VI.2 Promote introductions & bios
- VI.3 Use humor liberally
- VI.4 Instructor models online presence
- VI.5 Provide collaboration opportunities



VII. Course Website

- VII.1 Organization & structure
- VII.2 Limited by course software
- VII.3 Emphasize course and not technology
- VII.4 Judicious use of audio & video