Online Teaching Workshop

Presented by OSU's Institute for Teaching and Learning Excellence
Simon Ringsmuth, Instructor

Why This Workshop Matters:

More than 6.3 million students in the United States took at least one college course online in 2016. The number of students taking online courses has risen every year since the early part of this century and it shows no signs of slowing down (Friedman, 2018). As college instructors deal with this changing nature of modern education it is critical that they have a plan for designing effective online courses, are considering ways of engaging their online students, know how to design lessons and assessments, and understand how to use technology to enhance their instruction. This Workshop is designed to meet those needs and much more as well, and connect you with a network of individuals with whom you can ask questions and share ideas.

Instructor:

Simon Ringsmuth, 301 PIO Building
simon.ringsmuth@okstate.edu
(405) 744-6757
I will respond to emails within two business days

Wellness Statement:

You are important to me. If at any time you feel that you need to talk or that there is something you are unable to manage about this class, please see me. We can discuss your struggles, and if you need additional help I can refer you to the appropriate service. You are a valuable member of the OSU community. Do not let your physical or mental health suffer because of this class or anything else you might encounter during your time here at OSU.

This Workshop will help you prepare to meet the challenges and embrace the opportunities of online teaching.

Friedman, J. (2018) Study: More students are enrolling in online courses. *U.S. News & World Report*. Retrieved from https://www.usnews.com/higher-education/online-education/articles/2018-01-11/study-more-students-are-enrolling-in-online-courses

June 17	8:00am	Workshop begins. Participants may start completing modules and assignments.
June 20	11:59pm	DUE: Self-Introduction Assignment DUE: Syllabus Quiz
June 24	1:00pm	All-Class Meeting via Microsoft Teams DUE: First Free Choice module
July 1	11:59pm	DUE: Final Reflection Module DUE: Second Free Choice module

Simon Ringsmuth, Instructor
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Workshop Information

The purpose of this workshop is to provide faculty with the knowledge and skills necessary to effectively teach in an online environment.

Key areas of focus include Course Organization, Content, Activities, Interaction, Management, and Assessment.

Structure

This Workshop is entirely online and consists of several discrete modules from which Participants can choose to complete depending on their unique needs and situation. Two of the modules are mandatory and a minimum of two additional modules must be completed as well--one during the first week of the workshop and one during the second week. A one-hour collaborative online meeting is required for all Participants.

Communication

I do my best to prioritize emails from my students, and to help make sure I answer your questions as soon as possible make sure to put "OTW" in the subject line of your email. For example:

OTW: Question about Syllabus

OTW: On vacation next week

News and updates will be posted to the Announcements section on Canvas. I do not send out all-class notices via email. Participants may use the Canvas Student App to receive notifications on their mobile devices as well.

Participants can expect to spend 5-7 hours per week on the readings, discussions, and assignments required for successful completion of this Workshop. Please plan your time accordingly.

Workshop Organization Guide

Each module in this class is based on the successful completion of an assignment, all follow a similar template:
- A written description of the assignment, including a purpose and rationale for the assignment.
- A video description of the assignment, which covers most of the material in the written description but included expanded explanations and additional useful information.
- Literature or readings to help Participants explore the concepts and theories of the Module
- A final product that is turned in for a grade.

Two of the Modules are mandatory (Introduction and Overview, and Final Reflection) and of the eight additional Modules, one must be completed prior to our online meeting and one more must be completed prior to the end of the Workshop. Some modules utilize external websites and some use the discussion board on the online classroom, and all resources required to complete the modules will be easily accessible from within each module.

Mandatory Assignments

Everyone in the Workshop must complete the following:

- Self-Introduction - Due on Saturday of the first week
- Syllabus Quiz - Due on Saturday of the first week
- Attend the all-class online meeting
- Final Reflection - Due on the last day of the Workshop

Additional Assignments

Each Participant must complete two of the following Modules. One is due prior to our All-Class meeting at the midpoint of the workshop. The other is due by the end of the workshop.

- Making Your Online Lectures More Effectives
- Using a Course Map to Develop Your Online Class
- Best Practices and Common Pitfalls of Online Education
- Creating an Assignment and Assessment
- Understanding Copyright and Intellectual Property
- Exploring Technology Tools for Online Educators
- Increasing Online Student Engagement
- Designing Online Tests and Exams

After completing a Free Choice Module, make sure to take the Module Completion Survey so the instructor knows what work you did and where to find it.

Workshop Prerequisites

To successfully complete this Workshop, Participants are expected to already have a basic level of computer skills including file management and use of Microsoft Office applications, and have a basic level of skill at using the Internet to find information and communicate. This Workshop is delivered via the Canvas platform and Participants who are unfamiliar with this system should find it easy to use and navigate. Prior experience with Canvas is not required for this Workshop.

Technology Requirements

This class is designed to be platform-agnostic: any desktop or laptop computer equipped with a modern internet browser such as Chrome, Firefox, or Safari will be sufficient to fulfill the requirements of the Workshop. We will be using the Conferencing tool in Canvas for our all-class meeting, so all class participants will be expected to have a computer with a webcam and microphone in order to participate.

"I think it is possible for ordinary people to choose to be extraordinary."

- Elon Musk

Online Teaching Workshop Goals and Objectives

The goal of this Workshop is to help Participants learn more about the challenges and opportunities of online education, and give people a collaborative space to learn, explore, and find solutions to fit their unique needs. Throughout the Workshop Participants will have the opportunity to...

- **Participate** in online learning from a student's perspective.
- **Engage** in regular thoughtful discussions with fellow classmates
- **Explore** emerging learning technologies that can be utilized in an online learning environment.
- **Construct** a learning activity and assessment strategy for an online class.
- **Analyze** various features of the Canvas system that you could use in your own online course
- **Contribute** to, and facilitate, quality online discussions related to the material being studied.
- **Investigate** how copyright laws and intellectual property apply to online courses.
- **Create** a video reflecting on your experience in the Workshop
- **Evaluate** online course management strategies.

Instructor Expectations

Participants can expect the instructor of this class to be actively engaged throughout the two-week duration, and be a consistent presence on the discussion board as well. Instructor will answer all questions thoroughly and in a timely fashion, and provide timely feedback on assignments so Participants know that their work has been received and evaluated. Instructor will conduct themselves in a professional and respectful manner, treating all questions and inquiries with care and respect. Instructor will conduct the online meeting in a purposeful manner, stick to an agenda, and make sure all participants have a voice and are able to express their thoughts in a non-judgmental and encouraging manner. While misconduct and abuse is not expected from the Participants, the instructor will deal with any such issues quickly and address it head-on instead of avoiding the problem or putting it off until later.

Grading Rubrics

Each assignment is graded according to a rubric that gives specific criteria the instructor will use to judge whether the work has been done in a satisfactory fashion. These rubrics are designed to provide clarity for participants so they know exactly how they will be assessed, as well as consistency for the instructor to ensure that all students are graded fairly according to the same standards.

Participant Expectations

Participants in this Online Teaching Workshop are expected to be active learners and engage with the Workshop and fellow Participants are expected to be present on a continual and consistent basis. Participants are expected to be self-motivated learners who will put in 5-7 hours per week doing readings, engaging with the material, and interacting with others via various online platforms as described in the different Modules. Participants will be challenged to think about online education in new ways and examine new techniques for creating dynamic and engaging online learning environments. Additionally, every assignment in this class, except for the one multiple-choice quiz, has a rubric that explains how you will be assessed.
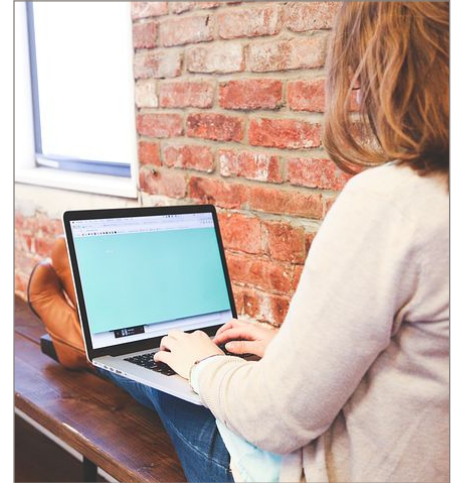
> *"What you put into life is what you get out of it"*
>
> -Clint Eastwood

Virtual Meeting

In an effort to engage with each other in realtime dialog, build a sense of community, and establish professional relationships that can be valuable as Participants explore online instruction following the completion of the Workshop, all Participants and Instructor will take part in a virtual meeting halfway through the Workshop. This meeting will be used to share experiences, gather input for discussions, and investigate current and pressing issues related to distance learning and online education at the collegiate level. If a Participant is unable to attend the virtual meeting, he or she must let the Instructor know at least 24 hours prior to the start of the meeting in order for the absence to be excused. If an emergency arises the day of the meeting and a Participant is unable to attend, he or she is encouraged to inform the Instructor as quickly as possible.

Discussion Board Code of Conduct

- Make an effort to be engaged throughout the week. Posting responses on Saturday afternoon is not conducive to thought-provoking discussion.
- REFRAIN FROM USING ALL CAPS. IT IS CONSIDERED SHOUTING.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the Workshop material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions.

Grading

The activities in this Workshop will be graded on a points system. Letter grades will not be assigned but instead an overall evaluation score towards Online Instructor Certification based on the following scale:

< 80% = Not Recommended

> 80-100% = Recommended

Individual assignments will be graded as they are turned in, and Participants can expect to have all submitted work graded within one week of the completion of the Workshop.

Announcements and Notifications

Participants are encouraged to customize their notification preferences in Canvas in order to receive alerts via email or text when various criteria are met such as discussion responses posted, grades becoming available, and announcements posted by the instructor.

Canvas > Account > Notifications >	Announcement	✓ 🕐 📅 ✕	✓ ✕

Late Work Policy

We are all professionals here. Rather than have a late work policy that consists of certain percentages or points being docked after specific intervals of time have passed, I trust that if you cannot turn something in on time that you have a good reason for doing so. My only request is that you let me know in advance of the due date that you need extra time, and I will gladly offer some flexibility. The same goes for our virtual meeting--let me know in advance if you are unable to attend. Please make your best effort to turn everything in on time, but if you are unable to do so I completely understand.

Disability Statement

Any student in this Workshop who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the Office of Student Disability Services at 315 Student Union before the end of the first week of the class. For more information about OSU Student Disability Services, please go to:

sds.okstate.edu/content/view/17/30/

Schedule Changes

The instructor reserves the right to modify the syllabus or schedule as deemed necessary. If a change is made, all Participants will be notified via announcements posted on our Canvas page.

Canvas Support

For help with using Canvas visit

https://itle.okstate.edu/Canvas.vbhtml

If you need further assistance, contact:

canvas@okstate.edu or call (405) 744-1000.

For your students, please ask them to contact: helpdesk@okstate.edu or call (405) 744-4357
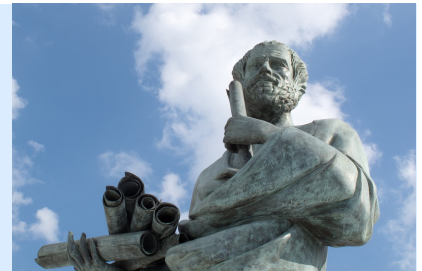

Academic Integrity

Academic integrity is expected in this Workshop, just as you expect from your own students. Please familiarize yourself with the Oklahoma State University Academic Integrity Policies found at: academicintegrity.okstate.edu

"I would prefer even to fail with honor than win by cheating."

- Sophocles

The Bottom Line

I want you to be successful in this class, and doing so will help you be successful in life. Online Instruction skills are highly sought after by OSU and other universities, and my job as your instructor is help prepare you for the challenges and opportunities this medium offers. All the elements of this class, from the assignments to the discussions to the on-campus meetings, are designed to help you gain the knowledge and skills you need to be a better online instructor.

I don't give useless assignments, and I don't like grading busy-work. The things we do in this class have a purpose beyond just a letter grade, and I hope this class is a challenging and rewarding experience for you.