OTTAWA ONLINE
Instructor Training Certification - Phase 1

**Course Description**
This training course is phase one of a certification process designed to prepare potential adjunct faculty to become top-quality online course instructors for Ottawa University and to allow Ottawa Online administrators an opportunity to get to know potential adjunct instructors in order to determine their fit with Ottawa Online. The course covers the history and mission of Ottawa University, the Ottawa Online cyberclassroom environment, standards regarding expectations for course delivery, relevant policies and procedures, essential Blackboard skills, APA style, and best practices in online teaching and learning.

Participants will have opportunities to engage one another in discussion, practice becoming confident using various Blackboard features, and assess their understanding of Ottawa University culture and standards. This is a fully online, three-week course. We will not meet face-to-face at any time.

**Course Prerequisites**
No prerequisites for this course

**Course Goals**
This course will:
- Provide the history and mission of Ottawa University;
- Introduce participants to Ottawa Online Standards for Instructors;
- Expose participants to the components of a standard Ottawa Online cyberclassroom and the larger online learning environment at OU;
- Engage participants in dialogue around best-practices in online teaching and learning;
- Provide opportunities for learning about constructive feedback techniques, APA style, and Ottawa University library resources.
- Explain important policies and procedures relevant to a successful experience as an adjunct faculty member for Ottawa University.
- Provide participants with a “sandbox” environment in which to practice their cyberclassroom management skills; and
- Assess the participants’ readiness to teach online for Ottawa University and their fit with Ottawa Online.

**Course Objectives**
Upon successful completion of this course, participants will be able to:
• Demonstrate quality engagement in asynchronous text-based discussion;
• Provide learners with appropriate feedback on their forum posts and their written assignments;
• Identify errors in APA style and provide learners with corrective feedback;
• Demonstrate mastery of the key functions in Blackboard that are essential for success in the cyberclassroom; and
• Navigate Ottawa University’s online databases available via our library to access full-text articles.

Course Materials
All course materials are supplied within the online course or can be found online when needed. Recommended optional text: Concise rules of APA style: The official pocket style guide from the American Psychological Association (2nd edition), available for purchase online at: http://www.apa.org/pubs/books/4210004.aspx, ISBN 13: 978-1-4338-0560-8

Course Assignment Descriptions
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact your instructor immediately. Please refer to the Weekly Materials section of the cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

In order to pass this course, you must earn a total of at least 191 points (85%) and have the recommendation of the instructors.

Discussion contributions (60 points)
(six posts per week @ 20 points per week)

Initial Substantive Posts: Submit an initial response to each of the prompts provided each week by your instructor. Your initial post should be substantive (approximately ½ of a page in length) and must be posted by midnight, Central Time by Wednesday of each week. In your substantive post you are encouraged to use references (you may use your textbook); show evidence of critical thinking as it applies to the concepts or prompt and/or use examples of the application of the concepts to work and life. Proper punctuation, grammar and correct spelling are expected. Please use the spell-check function.

Required Replies: You must reply to at least two different peers per prompt. Your replies should build on the concept discussed, offer a question to consider, or add a differing perspective, etc. Rather than responding with, “Good post,” explain why the post is "good" (why it is important, useful, insightful, etc.). Or, if you disagree, respectfully share your alternative perspective. Just saying "I agree" or "Good idea" is not sufficient for the posts you would like graded.
Posting Guidelines: Overall, postings must be submitted on at least two separate days of the week. It is strongly recommended you visit the discussion forum throughout the week to read and respond to your peers’ postings. You are encouraged to post more than the required number of replies.

(Please review the Policies section of Blackboard for further details.)

Online Classroom Scavenger Hunt (20 points)
To assist you in finding your way around the online classroom and to assure you are aware of the resources available to you, complete the Scavenger Hunt. Download the scavenger hunt document to take notes while you explore Blackboard. When you are ready, go to the assignments area and take the quiz associated with the Scavenger Hunt. Answer each of the questions provided. You will have the entire week (Week 1) to complete the quiz and you may start and stop it. Each question correctly answered is worth 1 point.

Self-Assessment Quizzes (3 @ 10 points each = 30 points)
You will complete three self-assessments to assist you in checking your understanding of various key concepts. These assessments are in the form of self-grading quizzes. Two self-assessments are in Week 1 and one is in Week 2. You may re-take each quiz one time if you would like to improve your score. If you choose to attempt the quizzes again, the score from your second attempt will be recorded in the gradebook.

Blackboard Assignment (50 points)
During Week 2, you will be completing various activities to acclimate yourself to the Blackboard system and the format of Ottawa Online courses in Blackboard. You will complete each of the activities using a provided template. Many of these activities require that you take screenshots to demonstrate what you have completed. These screenshots will be put into the Word document template, and then you will submit the completed assignment once you are done with all of the activities.

Quiz 4: APA Style (10 points)
A mastery of APA style is critical for becoming a first-rate online course facilitator for Ottawa University. During Week 3, you will be completing a quiz to assess your understanding of APA style. Unlike the self-assessments quizzes during Week 1, this quiz is timed and only one attempt is allowed.

Assessing Written Assignments (55 points)
You will be provided with a modified version of an actual student research paper. The paper contains 15 APA style errors, which have been identified. You are to explain why these elements are in error. Additionally you will provide feedback on (a portion of) the content of the paper. Complete details will be provided in the Week 3 lesson, and the materials necessary to complete the assignment will become available in the Assignments section of the course on Monday of Week 3.
**Course Schedule At-A-Glance***

Please refer to the term calendar on the menu in Blackboard for specifics regarding dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings &amp; Activities</th>
<th>Assignments Due</th>
<th>Date/Time Due**</th>
</tr>
</thead>
</table>
| 1    | Readings, Lectures, and Presentations on:  
• OU History and Mission  
• Ottawa Online Overview  
• Standards for Online Instructors | • Discussion forum postings  
• Quiz 1: Online Classroom Scavenger Hunt  
• Quiz 2: OU History and Mission and Ottawa Online  
• Quiz 3: Course Facilitation | • Midnight CT on Weds/Sun.  
• Sunday at midnight  
• Sunday at midnight  
• Sunday at midnight |
| 2    | Readings, Lectures, and Presentations on:  
• Blackboard  
• Course Format and Organization  
• Constructive Feedback  
• Course Evaluation Process | • Discussion forum postings  
• Blackboard Assignment  
• Quiz 4: Blackboard | • Midnight CT on Weds/Sun.  
• Sunday at midnight  
• Sunday at midnight |
| 3    | Readings, Lectures, and Presentations on:  
• Instructor, Student, and Library Resources  
• Mastering APA Style  
• Providing Feedback to Students  
• Closure: Where to from here? | • Discussion forum postings  
• Quiz 5: APA Style  
• Assessing Written Assignments  
• Optional Course Wrap-Up Forum | • Midnight CT on Weds/Sat.  
• Saturday at midnight  
• Saturday at midnight |

* All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.
** All assignments are due at midnight Central Time. (All submissions to the Blackboard system are date/time stamped in Central Time).

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### Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1-8: Discussion</td>
<td>-</td>
<td>20 per week</td>
<td>60</td>
</tr>
<tr>
<td>Week 1: Quiz 1: Online Classroom Scavenger Hunt</td>
<td>1</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Week 1: Quiz 2</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Week 1: Quiz 3</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Week 2: Blackboard Assignment</td>
<td>1</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Week 2: Quiz 4</td>
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<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Week 3: Quiz 5</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Week 3: Assessing Written Assignments</td>
<td>1</td>
<td>55</td>
<td>55</td>
</tr>
</tbody>
</table>

**TOTAL POINTS**

225

*Please refer to the Policies menu for more information about our Course Discussions.*
**Important Policies**

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

------- Standard Ottawa Online syllabus content shown below for your information, although not all of this content is relevant to this course. -------

**Editorial Format for Written Papers**

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

**Ottawa Online Late Policy**

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and “approved” by the instructor at least one week in advance.

**Saving Work**

It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

**Academic Integrity**

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred.”
Students who commit academic dishonesty can be dismissed from the university by the provost/director.

Please refer to Academic Honesty in the Policies section of the online course menu for important information about Ottawa University's policies regarding plagiarism and cheating, including examples and explanations of these issues.

**Student Handbook**

Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

**Blackboard Technical Support**

The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

**Ottawa University Mission Statement**

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.