



Center for Teaching and Learning
Office of Distance Learning
 Best Practice Manual

Section Title: Teaching Online Certificate	Last Updated: 06/03/2009
Related Policies and Procedures: Mentoring in Online Courses	

Summary:

The Certificate for Teaching Online confirms the acquisition of basic skills and competencies necessary for teaching a course online at Frederick Community College.

The Content

The Certificate is awarded upon the successful completion of four training segments:

1. Blackboard Basics.

Delivered in two formats as an online tutorial and an on-campus workshop, Blackboard Basics delivers proficiency in a skill set of 36 knowledge items and activities updated to each current version of the Learning Management System. The training segment is designed for a total of 6 hours. Completion time will vary depending on the degree of prior experience. A Certificate of Completion for BB basics is issued after a final online skills assessment. The certificate is required for adding a web-enhancing companion website to a face-to-face course.

2. Blackboard Advanced.

Delivered only in an on-campus workshop format, Blackboard Advanced covers the upper level skill set of 40 knowledge items and activities updated to each current version of the Learning Management System. The training segment is designed for a total of 6 hours. Completion time will vary depending on the degree of prior experience. Completion of this segment can be waived if prior experience has been demonstrated.

3. Teaching Online Tutorial.

The Tutorial is divided into two parts. The first part guides the new instructor through checklist of 23 design components of an online course. The components are excerpted from the current edition of the QM Rubric to ensure initial compliance with QM standards. The second part features a list of both required and 'Best Practice' items to attend to, before, during, and after semester. Presently the Tutorial is delivered both as a workshop and in the format of one-on-one sessions with instructional staff in the Office of Distance Learning. The training segment is designed for a total of 18 hours. Completion time will vary depending on the degree of prior experience. Completion of this segment can be waived if appropriate prior experience has been demonstrated.

4. The Mentoring Unit.

The unit is designed to partner an experienced online educator with the instructor who is new to teaching online. The mentor acts as a resource and guide to the instructor on best practices in teaching online at FCC. The mentor maintains a presence in the online course throughout the semester and guides the instructor to relevant professional development opportunities related to teaching online. The instructor is responsible for delivering the course to students. The training segment is designed for a total of 30 hours. Completion of this segment can be waived if appropriate prior experience can be demonstrated.

Compensation

There is no compensation for the completion of segments 1-3. Compensation for the mentoring unit (4): Mentor receives a stipend. Instructor receives regular 3 or 4 credits for teaching the course.