SCOPE ON-LINE INSERVICE COURSE STANDARDS

CONTENT

- *The instructor must have the prerequisite technological skills to teach online.*

  - Utilizes discussion boards, chat tools, electronic whiteboards effectively
  - Incorporates multimedia and visual resources into online assignments
  - Demonstrates growth, technological knowledge, and skills in order to stay current with emerging technologies

- *The course content and assignments are of sufficient rigor, depth, and breadth to teach the standards being addressed.*

  - Understands student outcomes based on NYS standards in the content area
  - Provides a clear, complete course overview and syllabus which will be posted for students
  - Develops clearly stated rigorous course requirements that are consistent with course goals

- *The instructor meets the professional teaching standards established by the New York State Education Department or the instructor has strong accredited academic credentials in the field in which he or she is teaching.*

  - Is proficient in the subject area to be taught
  - Utilizes a variety of methods to deliver content to students
  - Continues to update academic knowledge and skills in his/her specific content area

INSTRUCTIONAL DESIGN

- *The instructor plans, designs, and incorporates strategies to encourage active learning, interaction, participation, and collaboration in the online environment.*

  - Provides a course syllabus that clearly describes the objectives, assignments, and resources for successful completion of the course
  - Facilitates and monitors appropriate interaction among students through online tools, discussion boards, chat rooms, and virtual whiteboards
  - Engages students in productive learning activities that address a variety of learning styles and preferences

- *The instructor designs the course to provide opportunities for appropriate student interaction with the content to foster mastery and application of material.*

  - Designs assignments that are appropriate for synchronous and asynchronous student interaction
  - Engages in these assignments on a regular basis to provide feedback to the students

- *The instructor models, guides and encourages legal, ethical, and safe behavior related to using online technology*

  - Understands and uses the anti-plagiarism features of the online learning management system
  - Designs assignments and projects to be evaluated by authentic assessment
  - Elicits unique and individual student responses through appropriately designed assignments

STUDENT ASSESSMENT

- *The instructor provides online leadership in a manner that promotes student success through regular feedback, prompt response and clear expectations.*

  - Consistently monitors student performance throughout the duration of the class
  - Provides timely constructive feedback to students about assignments and questions
  - Gives students clear expectations about teacher response time
  - Encourages interaction and cooperation among students

- *The instructor designs assessments, projects and assignments that meets course goals and evaluates learning progress by assessing student achievement.*

  - Provides authentic assessment as part of the evaluation process
  - Provides continuous evaluation of student progress through regular feedback
  - Actively participates in course discussion groups and chats to assess student responses

TECHNOLOGY

- *The instructor demonstrates an understanding of the course tools available in the online learning management system.*

  - The course structure is clear, concise, and easy to navigate
  - The course tools are appropriate for assisting in successful course completion
  - The instructor provides regular announcements to assist students in successful completion of the course

- *SCOPE will provide orientation and training to both instructors and students.*

  - Makes learning management system orientation and tutorials available to students and instructors
  - Provides ongoing documentation regarding management system updates by learning management administrators to all instructors and students

- *Instructors will continually review their online course design, materials, and web resources to ensure alignment with course goals.*

  - Reviews all web resources, hyperlinks, and web-related assignments prior to the commencement of the course
  - Adds content, activities, and assessments to extend learning opportunities as permitted by the course architecture

COURSE EVALUATION AND MANAGEMENT

- *The course is evaluated regularly for effectiveness and the findings are used as a basis for improvement.*

  - Results of student evaluations are available to instructors and administrators
  - Course is updated periodically to ensure alignment with course goals