

Checklist of Core Competencies for Online and Blended Teaching

Course Development:

- Establish course goals, objectives and timeline through a comprehensive course syllabus.
- Complete essential course development prior to the start of the course.
- Ensure all materials and assignments are accessible to students with disabilities.
- Provide consistency in assignment scheduling to promote course pace.
- Incorporate valuable external content through literature, media and new content mediums.
- Provide guidelines for acceptable standards of netiquette.

Teaching Strategies

- Mastery of course content and teaching structure
- Cater to unique learners' needs and learning styles.
- Take into consideration student feedback and revise course materials and teaching methods when necessary

Faculty/Student Interaction

- Maintain a consistent frequency and method in responding to student inquires
- Consistently clarify course goals, expectations and participation requirements.
- Maintain a “teaching presence” through guidance, feedback and consistent virtual office hours.
- Effectively use internal course communication mediums to promote higher levels of critical thinking.

Course-Environment Management

- Promote a safe and inviting learning environment
- Facilitate electronic collaboration between students through available communication mediums.
- Incorporate sensitivity to diversity in cultures, emotions and physical differences.
- Follow protocol for grading and returning assignments and projects.
- Mediate course related student conflicts
- Communicate and execute guidelines for student collaboration in virtual groups

Assessment and Reporting

- Monitor and manage student progress
- Communicate and enforce institutional academic integrity policy

- Be aware of and remain in compliance with policies regarding Federal Educational Rights and Privacy Act (FERPA)
- Report grades to students and required University departments in a timely fashion

Managing Technology

- Successfully interact with and utilize course management system
- Clearly describe and demonstrate use of all required technology and tools for learning.
- Utilize and refer technical support when needed.

Resources:

- http://jolt.merlot.org/vol7no1/bailie_0311.pdf
- http://www.sdccdonline.net/faculty/resources/proficiency_onlineteaching.pdf
- <http://www.westga.edu/~distance/ojdl/spring101/varvel101.htm>
- https://elearn.usu.edu/OTO/Instructor_Expectations.pdf
- https://www.e-education.psu.edu/files/OnlineTeachingCompetencies_FacEngagementSubcommittee.pdf
- www.thejeo.com/Ted%20Smith%20Final.pdf