Course Syllabus

[Jump to Today](https://online.valenciacollege.edu/courses/78460/assignments/syllabus)

Digital Professor Certification Experience

This course runs from Monday, May 4 - Sunday, July 12

Course Facilitators

Kevin Colwell, Faculty Development/ Instructional Designer (Osceola)

Nicole Spottke, Professor, English (West)

Tina Tan, Professor, Speech Communication (West)

See the [Meet Your Facilitator](https://online.valenciacollege.edu/courses/78460/pages/meet-your-facilitators) page for more information about your course facilitators.

Course Catalog Description

This digital professor certification experience is designed to culminate in the certification of faculty as "Digital Professors." This designation will indicate the completion of 20 hours of professional development in the areas of pedagogy, student engagement, and technology in online teaching and learning. To support the building and facilitation of online courses, faculty participating in this online experience will be supported by faculty facilitators, faculty mentors, and faculty developers/instructional designers.

By the end of this experience, faculty will be able to design and deliver a quality online course that is aligned with Valencia College’s Rubric for Online Competencies.

Course Learning Outcomes

By the end of this experience, participants will:

* Apply the Rubric for Online Competencies to the design and delivery of an online course
* Apply universal design for learning principles to ensure an equitable learning experience for all students
* Create equitable and inclusive course content and authentic activities/assessments that are aligned with achieving course learning outcomes
* Use technologies that effectively support the learning outcomes/competencies
* Use technologies that engage students in active learning
* Promote active student-instructor and student-student engagement

Prerequisites

This course does not have any prerequisites. Participants who successfully complete this course will earn the Digital Professor Certification.

Course Requirements

In order to successfully complete the course and receive PD credit, you must complete all course activities in a timely manner. All submitted work must meet the course performance criteria.

You will be evaluated in terms of your participation in and completion of the assignments as outlined in the course calendar. Valencia requires **100%** successful completion of the following activities to receive credit for this course:

* Post substantive, original comment(s) to each discussion board.
* Meet the minimum number of replies for each discussion board.
* Submit all assignments on time and in accordance with the associated grading rubrics.
* Check in regularly throughout the course to participate with your colleagues and to receive feedback.
* Complete the post-course survey.

Performance Criteria

Discussions

Discussion postings should be:

* Substantial – Thoughtful, original, relevant and contributes to the overall learning of the group.
* Thought-provoking – Stimulates thinking and reasoning.
* Timely – Post early to give your peers time to respond, this contributes to a rich discussion.
* Logical, concise, and grammatical.
* Convey “your presence” – Reinforce your conclusions with real life and professional experiences.

Additionally, all discussion criteria will be reflected in the rubrics for discussion posts.

Academic Integrity

Faculty are expected to model [academic integrity](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) by presenting original thoughts, research, and self-expression. Ideas, language, and/or research from other sources must be appropriately acknowledged.

Tips for Success

To be successful in this course, you must have:

* Access to a computer with a high-speed connection.
* An open-minded attitude, personal honesty, and a willingness to share your knowledge and ideas with others.
* The belief that online learning is more convenient, but not easier than face-to-face learning.
* The belief that quality learning can happen anytime and anywhere.
* An interest in self-reflection.

Additional Tips

* Make sure your browser is up-to-date.
* Keep and/or print a copy of the course syllabus and schedule on your computer.
* Work offline if you prefer: print your assignments and read them offline; use a word processor to compose your work before posting it to the course.
* Check the course and course email regularly.
* If you have a general course question, post it on the “[Help Forum: Ask Questions Here](https://online.valenciacollege.edu/courses/78460/discussion_topics/718131)” discussion board. Remember that all participants will be able to see your question. Questions about grades or other personal matters should be emailed to the facilitator(s).
* Set aside specific times each week to complete class activities. If not, your other work will expand to fill all the time you have.
* Expect electronic glitches/power outages and plan ahead. Don’t wait until the last minute to submit your work.
* Maintain back-up copies of all of your coursework on a flash or jump drive.

What participants can expect from the facilitator(s)

* Prompt responses to your questions and emails, within 24 hours (with the exception of weekends, holidays, or when Valencia is closed).
* Daily monitoring of course.
* Thoughtful discussion facilitation (involvement may be limited to encourage discussion with course peers).
* Prompt action on technical problems within the facilitator’s control, such as broken links, file size, discussion settings, etc.
* Respect for participants’ area of expertise, ideas, and opinions.

Center for Teaching/Learning Innovation (CTLI) Information

The Valencia website has information about [CTLI faculty developers.](http://valenciacollege.edu/faculty/development/about/team.cfm) whom you can contact for assistance. You may also submit a help ticket through the [Teaching & Learning Requests (Links to an external site.)](https://valenciacollege.teamdynamix.com/TDClient/2067/Portal/Requests/ServiceDet?ID=42487) support link.

Course Schedule

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| **Module** | **Content to Read and Assignments to be Completed** | **Due Dates** |
| **Orientation Module**  **Starts Monday, May 4** | Review Syllabus  Review pages in Orientation Module.  Complete Orientation Module Discussion: Introductions | Complete review of Orientation Module materials and discussion response by Wednesday, May 6  *Post 2 replies by Friday, May 8* |
| **Introduction to the ROC**  **Starts Monday, May 4** | Read Journey to the ROC  Read Exploring the ROC and take ROC Scenarios Self Check Quiz  Complete Video Quiz- Journey to the ROC  Complete DPC Quiz: ROC Scenarios | Complete Introduction to the ROC readings,  activities, and Video Quiz- Journey to the ROC quiz by Wednesday, May 6   DPC Quiz: ROC Scenarios quiz by Friday, May 8 |
| **Module 1: Start Right**  **Starts Monday, May 11** | Read Start Right: The Orientation Experience  Read Designing an Orientation Module & Syllabus  Complete Module 1 Assignment: Add Facilitators to Your Sandbox  Complete Module 1 Assignment: Creating Your Orientation Module | Complete Module 1 reading by Wednesday, May 13  Then complete Module 1 Assignment: Add Facilitators to Your Sandbox by Wednesday, May 13  and  Complete Module 1 Assignment: Creating Your Orientation Module by Friday, May 15 |
| **Module 2: Accessibility and Usability**  **Starts Monday, May 18** | Read Infusing Universal Design for Learning Principles  Read Ensuring Accessibility and Usability of Course Content  Read Accessibility Considerations  Complete Module 2 Assignment: Word Accessibility Checker  Complete Module 2 Assignment: Video Captioning | Complete Module 2 readings by Wednesday, May 20  Complete Module 2 Assignment: Word Accessibility Checker by Monday, May 25  Complete Module 2 Assignment: Video Captioning by Friday, May 29 |
| **Module 3: Learning Outcomes, Course Activities, and Instructional Materials**  **Starts Monday, June 1** | Read Course and Module Learning Outcomes  Read Building Authentic Assessments  Read Creating Course Activities  Complete Module 3 Assignment: Creating a Content Module. | Complete Module 3 readings and Module 3 Assignment: Creating a Content Module by Friday, June 12 |
| **Module 4: Course Technology and Course Support**  **Starts Monday, June 15** | Read The Purpose of Educational Technology  Read Legal Issues and Privacy Policies  Read Plagiarism Overview for Faculty  Read Unicheck Plagiarism Checker  Read Plagiarism Resources for Students.  Complete Module 4 FlipGrid Discussion: Intentional Use of Technology  Complete Module 4 Flipgrid Discussion: Privacy, Equity, and Academic Integrity Considerations | Complete Module 4 readings by Wednesday, June 17  Then complete Module 4 FlipGrid Discussion: Intentional Use of Technology by Monday, June 22  And complete Module 4 Flipgrid Discussion: Privacy, Equity, and Academic Integrity Considerations by Friday, June 26 |
| **Module 5: Engaged Teaching**  **Starts Monday, June 29** | Read Building Online Learning Communities and take the Online Community Self-Check Quiz  Read Interactive Online Courses  Read Inclusive Teaching Strategies  Read Engagement Through Feedback & Communication  Read Writing Constructive Feedback and take Module 5 Quiz: Providing Quality Feedback to Students  Complete Engagement Strategy Assignment | Complete Module 5 readings, Self-Check Quiz: Online Community, and Module 5: Quiz Providing Quality Feedback to Students by Thursday, July 2  and  Submit Module 5: Engagement Strategy Assignment by Friday, July 10 |
| **Course Summary** | Complete End of Course Reflection | Submit reflection by Sunday, July 12 |

Course Summary:

| **Date** | **Details** |
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| Wed May 6, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Orientation Module Discussion: Introductions](https://online.valenciacollege.edu/courses/78460/assignments/1657775) | due by 11:59pm | |
| Wed May 13, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 1 Assignment: Add Facilitators to Your Sandbox](https://online.valenciacollege.edu/courses/78460/assignments/1657777) | due by 11:59pm | |
| Fri May 15, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 1 Assignment: Creating Your Orientation Module](https://online.valenciacollege.edu/courses/78460/assignments/1657778) | due by 11:59pm | |
| Mon May 25, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 2 Assignment: Word Accessibility Checker](https://online.valenciacollege.edu/courses/78460/assignments/1657780) | due by 11:59pm | |
| Fri May 29, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 2 Assignment: Video Captioning](https://online.valenciacollege.edu/courses/78460/assignments/1657779) | due by 11:59pm | |
| Fri Jun 12, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 3 Assignment: Creating a Content Module](https://online.valenciacollege.edu/courses/78460/assignments/1657781) | due by 11:59pm | |
| Mon Jun 22, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 4 FlipGrid Discussion: Intentional Use of Technology](https://online.valenciacollege.edu/courses/78460/assignments/1657782) | due by 11:59pm | |
| Fri Jun 26, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 4 FlipGrid Discussion: Privacy, Equity, and Academic Integrity Considerations](https://online.valenciacollege.edu/courses/78460/assignments/1657783) | due by 11:59pm | |
| Fri Jul 10, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [Module 5 Assignment: Engagement Strategy](https://online.valenciacollege.edu/courses/78460/assignments/1657784) | due by 11:59pm | |
| Sun Jul 12, 2020 | |  |  |  | | --- | --- | --- | | Assignment | [End of Course Reflection](https://online.valenciacollege.edu/courses/78460/assignments/1657773) | due by 11:59pm | |
|  | |  |  |  | | --- | --- | --- | | Assignment | [DPC Quiz: ROC Scenarios](https://online.valenciacollege.edu/courses/78460/assignments/1657776) |  | | Assignment | [Module 5 Quiz: Providing Quality Feedback to Students](https://online.valenciacollege.edu/courses/78460/assignments/1657785) |  | | Assignment | [Module 5 Self-Check: Online Community](https://online.valenciacollege.edu/courses/78460/assignments/1657786) |  | | Assignment | [Video Quiz- Journey to ROC](https://online.valenciacollege.edu/courses/78460/assignments/1657787) |  | |

**Prev monthNext monthMay 2020**

| Calendar | | | | | | |
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| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 26Previous month | 27Previous month | 28Previous month | 29Previous month | 30Previous month | 1 | 2 |
| 3 | 4 | 5 | 6Click to view event details | 7 | 8 | 9 |
| 10 | 11 | 12 | 13TodayClick to view event details | 14 | 15Click to view event details | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25Click to view event details | 26 | 27 | 28 | 29Click to view event details | 30 |
| 31 | 1Next month | 2Next month | 3Next month | 4Next month | 5Next month | 6Next month |

**Course assignments are not**