



Evaluating Online @VCU

WKSP-104-001

Instructor:

Email:

Zoom:

Instructor Communication Policy: *Please email me your concerns and questions, I will respond within 24 hours Monday-Friday and on weekends within 48 hours. If you would like to set up a ZOOM meeting please contact me two days in advance.*

Course Description:

Evaluating Online@VCU will guide you through the adoption, use and process of implementation for the VCU Course Rubric for Online Courses. This fully online, four-week course helps instructors, deans, chairs and other university personnel gain insight into the process for quality evaluation of online courses. The course is primarily designed for persons interested in understanding what makes a quality online course and those who wish to implement the rubric to ensure online course quality. At the end of this course, you'll receive an online evaluator certificate from ALT Lab. Upon successful completion of this course with a final course score of 80 percent or higher, participants will be awarded a *Evaluating Online@VCU* certificate.

Student Learning Outcomes:

After the successful completion of this course, you will be able to:

1. Understand the origin and use of the SUNY OSCQR rubric
2. Explain the need for and development of the VCU course rubric
3. Examine the VCU Course Rubric in detail
4. Evaluate a course using the VCU Course rubric

Getting Your Evaluating Online@VCU Certificate!

In order to be awarded your Evaluating Online@VCU certificate, you must successfully complete this course by achieving a final score of 80 percent or higher.

Below is a list of all of the course assignments and how they contribute to your final score.

- Participation (Forums, Peer Review, etc.): 30 percent
- Tests & Quizzes: 30 percent
- Evaluation of a course with the VCU Rubric: 40 percent

Are you ready to learn online?

Many students take an online class because they believe it will be “easy” but survey responses from students who have to take an online class described the experience as “harder than expected.” This is due to the unique nature of the online environment. It is important to keep up with the class content (readings & videos) as well as the discussion and assignments. Check the course schedule to familiarize yourself with the work and due dates.

Course Structure:

- This class is completely online, all of the information will be delivered through the online learning environment. Assignments and projects will be submitted online.
- This is a 4-week course that will require participation and collaboration with fellow classmates. Be prepared to complete assignments as well as participate in group discussions on topics related to online teaching and learning.
- You are to expect to work on your coursework 2-4 hours week.
- Follow the course schedule to be sure you are keeping up with discussions, activities, and assignments.

How to Access Your Course and Get Started:

- Log into: blackboard.vcu.edu
- Click our class under the eLearning tab - "My Courses"
- This will take you to the course home page. View the announcement on the homepage and proceed to the "Start Here" area.

Technology Requirements and Support:

1. A computer with a webcam and access to the Internet and a quiet place to record. A USB microphone is strongly encouraged.
2. [Google Chrome](https://www.google.com/chrome/) (web browser) and Google Drive.

What Is Expected In This Course:

- ❖ Online classes are deceiving. Many times new online learners expect them to be easier than face-to-face classes and are surprised to learn how time intensive they are.
- ❖ Plan your schedule to ensure you have approximately 2-4 hours per week to spend on this class and take time to identify where and when you'll do your learning.
- ❖ Review the due dates for the assignments (see Course Schedule section) to orient yourself to the flow of the learning. This course requires regular engagement throughout each week.
- ❖ Students are required to keep pace with class, follow the course schedule, and complete necessary readings and assignments by the designated due date.

Evaluating Online@VCU Grading Scale:

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 59 and below

Criteria for grading assignments:

Grades for participation will be at the instructor's discretion.

University Resources:

If you have technical problems follow these steps:

1. Clear your browser's cache

2. Shutdown and restart your computer
3. If your problems persist, contact the IT support center itsc@vcu.edu or 804-828-2227

Accommodations for Students with Disabilities

- **Disability Statement:** If you are a student with a disability requesting reasonable accommodations in this course, please visit the [Student Accessibility and Educational Opportunity office](#) located at 907 Floyd Ave, in the University Student Commons, suite 018, or call 804-828-2253. All requests for reasonable accommodations require [registration with SAEO](#) in advance of need. Faculty, students, and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

Counseling Services

- Resources for online students can be found through the [Online Counseling Center](#).

Tutoring

- The [Campus Learning Center](#) offers an appointment, drop-in, and group tutoring in undergraduate courses across the disciplines.

Writing Center

- The [Writing Center](#) provides assistance at all stages of the writing process, from brainstorming to the final draft.

University Syllabus Statement

- Students should visit <http://go.vcu.edu/syllabus> and review **all** syllabus statement information. The full university syllabus statement includes information on safety, registration, the VCU Honor Code, student conduct, withdrawal and more.

Course Policies:

Late Work

- While late work is never advised it is clear that periodically life gets in the way and students must be given some latitude regarding late assignments.
- This course is geared to the working professional and therefore has flexible due dates. ***Submitting work on-time results in feedback from the instructor, late work may not receive substantial, if any, feedback.***

Cheating and Plagiarism

- Plagiarism is stealing and passing off the ideas or words of another as one's own; it is using another's production without crediting the source. The best way to avoid plagiarism is to cite properly in any assignment information and concepts that are not your own originally. If a student is discovered to have plagiarized, that student will fail that particular assignment.
- Academic integrity is expected in all aspects at the University including this course. Don't expect less of yourself than you do of your students. For more information: <https://students.vcu.edu/studentconduct/>

Overview of Learning Modules & Course Schedule:

Please be sure to access Blackboard learn prior to the start of the course and weekly throughout the session.

WEEK	TOPICS	STUDENT ACTIVITIES & ASSIGNMENTS	INSTRUCTOR RESPONSIBILITIES
1	An Overview of OSCQR	<ul style="list-style-type: none"> -Complete introduction discussion board -Complete reading on the need for standards -Watch videos on the SUNY OSCQR rubric -Explore current version of SUNY COTE OSCQR rubric -Read article on rubric -Take short assessment quiz -Complete Voicethread Discussion on rubric 	<ul style="list-style-type: none"> - Respond to introductory discussions -Reply to student questions getting started
2	The VCU Course Rubric: Development & Overview	<ul style="list-style-type: none"> - Explore VCU Quest for 2020 and 2025 -Explore Utah State University quality rubric & read article on their process 	<ul style="list-style-type: none"> -Score intro discussion board -Grade assessment quiz - Grade VT discussion - Reply to students questions in VT discussion

		<ul style="list-style-type: none"> -Watch videos on the creation of the VCU course rubric -Complete short quiz on VCU course rubric 	
3	Using the VCU Course Rubric	<ul style="list-style-type: none"> - Watch breakdown videos of OSCQR rubric -Complete mini discussions on reflective questions -Read articles & watch video on critical friends theory 	<ul style="list-style-type: none"> -Grade short quiz on VCU course rubric -Engage with mini discussions
4	Take Action: Evaluating a Course Using the VCU Rubric	-Complete a review (Evaluation Project) of your course or the mock course using the VCU course rubric	-Grade mini discussions

*Assessments of the Evaluation Project by course instructor will occur the week after the final course date. Upon successful completion and completion of grading by the instructor, certificates will be issued to all students with a score of 80% or above.