



CODI

The Certificate for Online Design and Instruction

Facilitators

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Course Overview



Term: Spring 2017

Course Opens: **January 30th**

Course Closes: **April 28th**

Online instruction has been a part of higher education for nearly twenty years and yet there are still many people inside and outside of education who see it as inferior to the traditional classroom. In this course we look at ways in which we can make our online classes as rigorous and transformative as what takes place in a face-to-face environment.

Welcome to the *Certificate for Online Design and Instruction (CODI)*. We're excited to work with you to explore ways to make our online classes engaging learning experiences for our students. We anticipate that it will take between 20 and 30 hours to go through this program.

There are three basic components to the CODI program: The Applying the Quality Matters Rubric Workshop, Two Elective Workshops offered by CT3 and the CODI Core Canvas Course.

- **The Applying the Quality Matters Rubric workshop:** A one day intensive workshop where participants are introduced to both the content of the QM Rubric and the ways in which it is used to support online course design. The workshop is also offered as a two week online course for off campus faculty.
- **Elective Workshops:** CODI participants are required to attend two workshops of their choice. These online and face-to-face workshops generally last from 1-2 hours and cover a wide range of instructional topics. Workshop participants will be required to submit a reflection on the workshop experience in the CODI Core Course.

- **The CODI Core Course:** This online Canvas course consists of 9 modules. Ideally, these are designed to be done in sequence, but we understand that some modules may be more urgent. This is an asynchronous course. We understand that some weeks are more intense than others which is why there will be no grade penalties for work submitted past the due date. The due dates are there to keep you working within a manageable timeline. These dates also help us when it comes to providing prompt feedback. Work submitted by the due date will be graded within 72 hours. Work submitted after the due date will be graded by the end of the course. All assignments will be open for submission until April 28th.

Each module contains an overview video, discussion post, and portfolio activity. Each module will also include "Additional Resources" for those of you who would like to delve into the topic a little deeper. Although many of these resources are both fascinating and useful, they are not required for the certificate.

If you teach online, we anticipate that you will use materials you have already created (perhaps with minor adjustments) to meet the particular requirements listed in the rubrics. If you do have to build something from scratch, we hope that it will be something that you will use with students. We have worked hard to make this course as relevant as possible.

This is not a course that you will simply breeze through. Academic rigor is a hallmark of quality learning and we hope that this course stretches you a bit because it's in the reaching that real learning takes place.

Course Learning Objectives

The overall goal of this course is to increase instructor readiness to teach online. By the end of this certificate, participants will be able to:

- Articulate the opportunities and obstacles inherent in online teaching.
- Confidently use various online tools and services to improve student learning.
- Develop strategies to create an engaging and meaningful online learning experience.
- Create an online course module that incorporates a student centered approach to active learning.

Course Checklist

CODI Component	Scoring Overview	Points	Due date
Applying the Quality Matters Rubric Workshop	This is a required component of the certificate.		flexible
Elective Workshops	Evidence from Course Electives will be worth 20 points each for a total of 40 points.	40 possible	flexible
CODI Core: Discussion Posts	Each discussion post is worth 12 points. There are nine separate discussion. The 5 highest scores will be kept for a total of 60 points. Points will not be awarded for comments like "Yup," "Nope," or "Dang!!!"	60 possible	See Canvas Course for Due Dates.
CODI Core: Module Assignments	Each module assignment is worth 25 points. There are seven separate assignments. The lowest score will be dropped for a total of 150 points.	150 possible	See Canvas Course for Due Dates.
Total:		250 possible	

Attendance and Grading

 A Grade of B or Better is required for the certificate.

Attendance Policy

You are expected to log in at least once a week. During this time you should:

- Read the weekly homepage
- Check class mail
- Participate in the discussion forum
- Work on your assignments

Grading Scale:

90-100 Percent	=	A
85-89 Percent	=	B+
80-84 Percent	=	B
75-79 Percent	=	C+
70-74 Percent	=	C
65-69 Percent	=	D+
60-64 Percent	=	D
Less than 60	=	F

College Policies

Americans with Disabilities Act (ADA)

If you are a participant with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities