NYU-SCPS DISTANCE LEARNING
FACULTY DEVELOPMENT PROGRAM
WORKSHOP BULLETIN

December 2009 to May 2010

Updated November 25, 2009, at 11:36 PM.

New York University
School of Continuing and Professional Studies
http://distancelearning.scps.nyu.edu/
scps.distancelearning@nyu.edu
212.998.9114
50 Cooper Square, Suite 300
New York, NY 10003

NYU - SCPS Faculty Development Program Online Calendar
1. Welcome

Dear Faculty:

We believe that effective online education requires the application of best practices for teaching and learning as well as fostering development of innovative pedagogical strategies for individual disciplines. The Distance Learning Office at the School of Continuing and Professional Studies is here to support you on your journey as an online educator—whether you are an expert at teaching online or new to this form of instruction, we are committed to your success. We offer a range of support services, from workshops that introduce you to NYU-SCPS' Online Course environment to one-on-one consultations where we can help you create activities that promote student learning. This bulletin outlines our upcoming workshops for Winter 2009 and Spring 2010.

We have expanded our offerings to address faculty members at different stages of online course development. We are offering two new workshops: 1) "Online Teaching and Learning at NYU-SCPS: What's New? What works?" which is designed for faculty who wish to develop new teaching strategies and learn about new features available on NYU-SCPS Online and 2) "Teaching and Learning Online: An On-site Hands on Workshop for Faculty Considering Teaching Online at NYU-SCPS," which is designed to introduce instructors to online teaching and learning at NYU-SCPS. The core of the program, the faculty development workshop series, is targeted at faculty who have been
assigned to teach a specific course. In response to your feedback, we have expanded our Saturday and weeknight offerings. Finally, while much activity takes place within workshops, we also remain available for one on one and group consultations to address specific needs.

The workshop bulletin reflects the commitment of New York University’s School of Continuing and Professional Studies to strong technical and pedagogical education for the cultivation of faculty resourcefulness and innovation. If you have a question, or need assistance with any aspect of online course preparation please call us at 212.998.9114 or email scps.distancelearning@nyu.edu. We’re also on the web at: http://distancelearning.scps.nyu.edu/

We look forward to working with you as you develop and teach your courses.

Sincerely,

Kristen Sosulski
Academic Director, Distance Learning

Faculty Development Workshop Program Overview

Instructors teaching online must attend seven online workshops, totaling 8.5 hours or meet in person with a staff member of the distance learning office, complete the asynchronous tutorials and attend an intensive workshop. These workshops introduce online pedagogy and the tools of NYU SCPS Online, our digital environment for teaching and learning. Teaching an online course differs from traditional classroom instruction; it requires more intense initial preparation and class formats, such as lectures, need to be re-thought for online classes. Instructors who complete the SCPS Distance Learning Workshops, will have a good sense of the challenges and opportunities of the online teaching environment and will make a strong start at transforming courses for online delivery.

In the spirit of preparing you for teaching online, we will model best practices and approaches. Most workshops take place online---some have scheduled meetings, (synchronous) and others are completed at your own pace (asynchronously). We are also hosting a series of workshops in our new lab at 50 Cooper Square. For online workshops, a modern computer with a reliable Internet connection is required. Faculty may complete the workshops from their homes or offices (Details on technical requirements appears below.) Our Faculty Development workshops are offered as:

- **Real time online Workshops**: An online environment where the workshop instructor and faculty interact in a real-time, digital environment.

- **Asynchronous Tutorials**: An online where faculty members work independently to complete different learning activities and modules at their own pace.

- **Onsite Workshops**: At our offices, 50 Cooper Square, Suite 300, NY NY. A laptop will be provided for you, but you may bring your own.
Understand Your Course Format

Before beginning your participation in the Faculty Development Workshop Program it is important that instructors, in conjunction with their program, understand which format will be used to teach their online course. If you have a question about your course format, please contact your department or program.

SCPS Distance Learning uses three categories based on levels of student and faculty engagement to classify online teaching formats:

- **Asynchronous Delivery**: These courses have no scheduled real-time meetings between faculty and students; student and faculty engagement occurs mainly through asynchronous communications such as forum postings, blog postings, wiki entries, email, collaborative workgroups and the course content is segmented into lessons with assignments, activities, readings, and lecture materials.

- **Real Time, Online Delivery**: These courses have scheduled synchronous (online) real-time meetings between faculty and students in the Live Classroom; student and faculty engagement occurs using various asynchronous communication methods and scheduled online live synchronous meetings.

- **Blended Delivery**: These courses have scheduled face-to-face (onsite) real-time meetings between faculty and students; student and faculty engagement occurs using a combination of asynchronous communications, synchronous communications, and scheduled face-to-face meetings. Blended courses may or may not include synchronous online meeting days and times.

Learning Objectives

These workshops will enable online instructors to:

- Comprehend and practice effective pedagogical methodologies for online teaching and learning
- Understand and apply the NYU-SCPS course standards for the development of effective online courses.
- Become proficient in the use of the asynchronous and synchronous tools of NYU-SCPS Online.
- Learn various assessment techniques for the online environment and to discuss the best practices in using technology to achieve educational goals
- Assess the development, management and implementation of online course learning and materials.

The Workshops: Descriptions & Dates

These workshops help prepare instructors for teaching online by facilitating the process of course transformation for online teaching and learning. All workshops, unless otherwise noted, take place online at: [http://online.scps.nyu.edu](http://online.scps.nyu.edu) All dates and times are based on Eastern US Time (New York, NY) While faculty may attend various workshops at different dates and times, workshop progress is based on the presentations and discussions from previous workshops. Therefore, we recommend faculty complete the workshops in the following order:
1. Online Course Preparation I: Understanding Requirements and Setting Expectations

**Description** Online Course Preparation I: Understanding Requirements and Setting Expectations orients faculty preparing online courses. This asynchronous tutorial introduces NYU SCPS policies and procedures for distance learning courses. The subjects discussed are online syllabus requirements, online course development expectations, basic online teaching guidelines, copyright and plagiarism and other information important to new online instructors. The tutorial concludes with a quiz on the development of online teaching materials.

Format: Asynchronous  
Duration: 30 minutes  
Dates and Times: This workshop is offered as an asynchronous tutorial and quiz, which can be accessed 24 hours a day, seven days a week.

2. Pedagogy for the Online Learning Environment

**Description** Pedagogy for the Online Learning Environment examines effective educational practices for online teaching and learning. In this synchronous online workshop faculty will be provided with different pedagogical methods to develop meaningful online instruction and will discuss which methods are appropriate to the courses they are teaching. The subjects discussed are student-centered instruction, adult learning, constructivist theory, collaborative learning, class community building and measuring quality and effective instruction.

Format: Synchronous  
Duration: 90 minutes  
Dates and Times:   
Pedagogy for the Online Learning Environment 12/1/09, Tuesday  
12:30 PM  2:00 PM

3. Online Course Preparation II: Syllabus, Lessons, Assignments and More

**Description** Online Course Preparation II demonstrates the functions and features of NYU SCPS Online that faculty will use to prepare their courses and interact with students non-real-time. This asynchronous tutorial uses short video tutorials with narration to describe the Epsilen Global Learning System tools and demonstrates step-by-step procedures for building your
online course. Topics include: creating welcome announcements, creating forums, building an effective online syllabus and preparing the content for your class sessions.

Format: Asynchronous
Duration: 90 minutes.
Dates and Times: This workshop is offered as an asynchronous tutorial and quiz, which can be accessed online 24 hours a day, seven days a week.

4. Real Time Online Learning: Tools and Teaching Strategies

Description: Real Time Online Learning: Tools and Teaching Strategies demonstrates the synchronous features of NYU SCPS Online. This synchronous workshop allows faculty to experience and utilize synchronous technologies and to prepare the real time online aspects of their course. The subjects discussed are basic synchronous operations, course preparation expectations, effective communication practices and media and application resources.

Format: Synchronous
Duration: 90 minutes
Date and Time:

Real Time Online Learning: Tools and Teaching Strategies 12/22/09 Tuesday 12:30 PM 2:00 PM

Weekday Workshop Sign Up

5. Online Classroom Management

Description Online Classroom Management introduces faculty to best practices for the organization and administration of the online classroom. In this synchronous workshop faculty will explore management techniques to structure and guide the student online experience. The subjects discussed are preparation strategies, course expectations and online classroom policies, student motivation and communication and modeling techniques.

Format: Synchronous
6. Methods for Online Assessment

Description: *Methods for Online Student Assessment* introduces various methods for the design and development of assessment techniques for online student assignments. In this synchronous workshop faculty will examine methods of online student evaluation and discuss practices that are best suited to the online learning environment. The subjects discussed are alternatives to traditional methods, activity and group based assessment strategies, peer and faculty review, class feedback and project critique.

Format: Synchronous  
Duration: 90 minutes  
Date and Time: 

Methods for Online Assessment  
12/8/09  Tuesday  12:30 PM  2:00 PM

Weekday Workshop Sign Up

7. Forums, Wikis and Blogs: Best Practices

Description: *Forums, Wikis and Blogs: Best Practices* introduces effective strategies for employing and managing NYU SCPS Online’s Forum, Wiki and Blog tools. This asynchronous workshop provides an overview of tool features and how they are utilized for online communication, classroom management and the development of student-centered activities. Faculty will be given the opportunity to use these tools through practice exercises assigned throughout the workshop.

Format: Asynchronous  
Duration: 60 minutes

Description  This workshop is for faculty that have already taught online, and have some familiarity with Epsilen and want to take your skills to the next level. In this online seminar, instructors will:

- Create an online quiz
- Integrate content from the New York Times Knowledge Network
- Be able to upload PDFs and other documents to the Wimba Live Classroom
- Share stories about activities that have worked well, and that haven't and get ideas from your peers.

What's New? What Works? Sign Up

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**Intensive Workshops**

We are extending our intensive series, where faculty may complete all of the synchronous online workshops, in a single Saturday afternoon or weekday evening. Participation in an intensive workshop requires a pre-planning meeting with SCPS Distance Learning Staff where we will ensure that: 1) your syllabus is ready for the intensive workshop, 2) you have several course activities planned for use online and 3) that your computer meets the technical requirements. To schedule a meeting, please email us at scps.distancelearning@nyu.edu

Participants in the intensive workshop will:

- Begin work on or extend their eportfolios
- Plan out the first 1 to 3 weeks of class activities
- Gain hands on experience in the live classroom
- Review and share best practices for online teaching and learning
- Gain a clear understanding of student and faculty roles in an online class
- Apply the NYU-SCPS Distance Learning Rubric to a section of their course
- Create and post a welcome announcement for their online class
- Create an "introduce yourself" forum for their online class.
- Understand how to get help from the NYU-SCPS Distance Learning Office

For the class, instructors should have the following files readily available on your computer:

1) a digital image to accompany your ePortfolio (a "jpeg," or anything from a digital camera will do.)
2) a brief biography that describes your background, academic interests and professional experience
3) other materials, such as a CV, or web links that you might want to include on your ePortfolio.
4) a digital copy of your syllabus
5) an outline of what you'll be doing in the first 2 weeks of class
6) a Powerpoint presentation, relevant to your class

**Workshop Dates and Times and Locations**

**Intensive Workshop Sign Up**
Teaching and Learning Online: An On-site Hands on Workshop for Faculty Considering Teaching Online at NYU-SCPS

This workshop is designed to introduce faculty who are new to teaching online, or new to teaching online at NYU-SCPS to 1) what it’s like to teach online 2) give instructors a sense of what’s required to transform a classroom-based course into an effective online course and 3) speak with an instructor who has taught online and 4) see what the NYU-SCPS online teaching environment looks like. This workshop is only offered on-site at 50 Cooper Square, Suite 300, NY NY.

What's it like to teach online? Sign Up.

Workshop Calendar
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- **12:10 PM Online Teaching and Learning at NYU-SCP: What’s New? What**
- **12:30 PM Intensive Online Course Preparation Workshop (held on site at 50 Cooper St., NY, NY)**

- **5:30 PM Teaching and Learning Online: An On-the-Scene Workshop for Faculty Considering Teaching Online at NYU-SCP**
- **5:30 PM Intensive Online Course Preparation Workshop**
- **7:30 PM Online Teaching and Learning at NYU-SCP: What’s New? What**
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- 12:30 PM Online Teaching and Learning at NYU-SCPS
- 5:00 PM Online Teaching and Learning at NYU-SCP:
- 5:00 PM Intensive Online Course Preparation Workshop
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- 12:30 PM Intensive Online Course Preparation Workshop
http://distancelearning.scps.nyu.edu/calendar  Our 2010 Workshops begin in December.

To register for workshops, please visit:

http://distancelearning.scps.nyu.edu/signup/

**Workshop Planning Worksheet**

While workshop registration takes place online, you can use this worksheet to track when you're scheduled to attend a workshop and indicate when you've completed the assignments associated with the workshop.

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<th>Workshop</th>
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<td>3. Online Course Preparation II: Syllabus, Lessons, Assignments and More</td>
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<td>4. Real Time Online Learning: Tools and Teaching Strategies</td>
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<td>5. Online Classroom Management</td>
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Technical Requirements

These are basic technical requirements for teaching an online course at SCPS.

NYU SCPS Online works best with the following operating systems:
- Windows 2000 SP 4
- Windows XP SP3
- Windows Vista SP2
- Windows 7
- Macintosh OSX 10.3 or higher

You will need a modern Mac, with a G5 processor or better, or a PC with at least 1Ghz processor and 1 GB of RAM, and broadband Internet access. If you have any questions regarding your computer's fitness for the workshop, please contact our help desk technician, Bobby Aviles at 212.998.7193 or via email: ba33@nyu.edu

NYU SCPS Online is considered an Web-based learning environment; therefore, you should have access to at least one of the following browsers, which should be Java and JavaScript enabled.

For the PC:
- Internet Explorer 6.0 or higher
- Firefox 1.5 or higher

On the Mac:
- Safari 3.0 or higher, required for Real Time Online courses.

Instructors teaching online must have computers equipped with a camera, microphone and speakers or a headset and external web camera. The following gear is compatible with our online teaching and learning environment.

**Headsets**

**Over ear**

View over ear headset on Amazon.com

**Earbuds**

View earbuds on Amazon.com
Webcams

Desktop

View desktop webcam on Amazon.com

For notebooks

View notebook webcam on Amazon.com

How to Register

Register online here: http://distancelearning.scps.nyu.edu/signup/

After completing and submitting the workshop registration form, all instructors will receive an email confirming workshop registration and schedule within 48 hours of registration. Instructors new to SCPS Distance Learning also receive an email containing instructions for logging into NYU SCPS Online after faculty teaching appointment is approved by the university.

How to Access the Faculty Development Program

To access the Faculty Development Workshop Program, do the following:

1. Go to: http://online.scps.nyu.edu
Select LOGIN. When prompted enter your assigned username and password.
3. Using the purple navigation bar on the left of the home page screen, select COURSES.
4. To enter the course, select the Faculty Development Program in the course listing.
How to Access Specific Workshops

To access a specific workshop choose LESSONS.
A list of the workshops appear in the list of LESSONS
Click on a LESSON to take a asynchronous tutorial or learn about a synchronous workshop. To attend a synchronous workshop, select LIVE CLASSROOM.
then choose ENTER CLASSROOM.