



GOUCHER COLLEGE

Welch Center for Graduate and Professional Studies

www.goucher.edu/gps

Workshop for New Faculty: Preparing Your Limited-Residency Course

<p>PART 1: ORIENTATION TO ONLINE LEARNING AT GOUCHER COLLEGE (1.5 hours) Conducted 3-6 months prior to course start date Conducted for a group or 1:1 Meeting Place: Zoom</p>	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Introductions 2. Overview – online instruction resources 3. Content delivery: hours of instruction, lecture and media 4. Assessment: assignments and presentations 5. Course tour 6. Building content in GoucherLearn 7. Next meeting
<p>PART 2: ONE-ON-ONE CONSULTATIONS (3 hours) Each participant meets individually with instructional designer for a morning or afternoon Meeting Place: Zoom</p>	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Course objectives 2. Course components 3. Lecture production (review lecture prep list; work on a PowerPoint presentation or other; train in using a lecture capture tool (Panopto or Screencast-O-Matic); record a lecture
<p>PART 3: PARTICIPANTS WORK INDEPENDENTLY (8 hours) Conducted according to individual schedules; essentially a full-day's work on designing and preparing your course</p>	<p>PRODUCE DELIVERABLES:</p> <ol style="list-style-type: none"> 1. Syllabus 2. 1 lecture 3. 1 full set of assignment instructions including grading rubric and sample/s of good work
<p>PART 4: FOLLOW-UP ONE-ON-ONE SESSIONS (2.5 hours) Faculty meet individually with instructional designer to discuss their finished deliverables Meeting Place: Zoom</p>	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Review materials 2. Set up discussion forums or other activities related to the assignment 3. Zoom training 4. Finish the schedule
<p>PART 5: GROUP MEETING (1 hour) Conducted 2 months prior to course start date Meeting Place: Zoom</p>	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Summative meeting