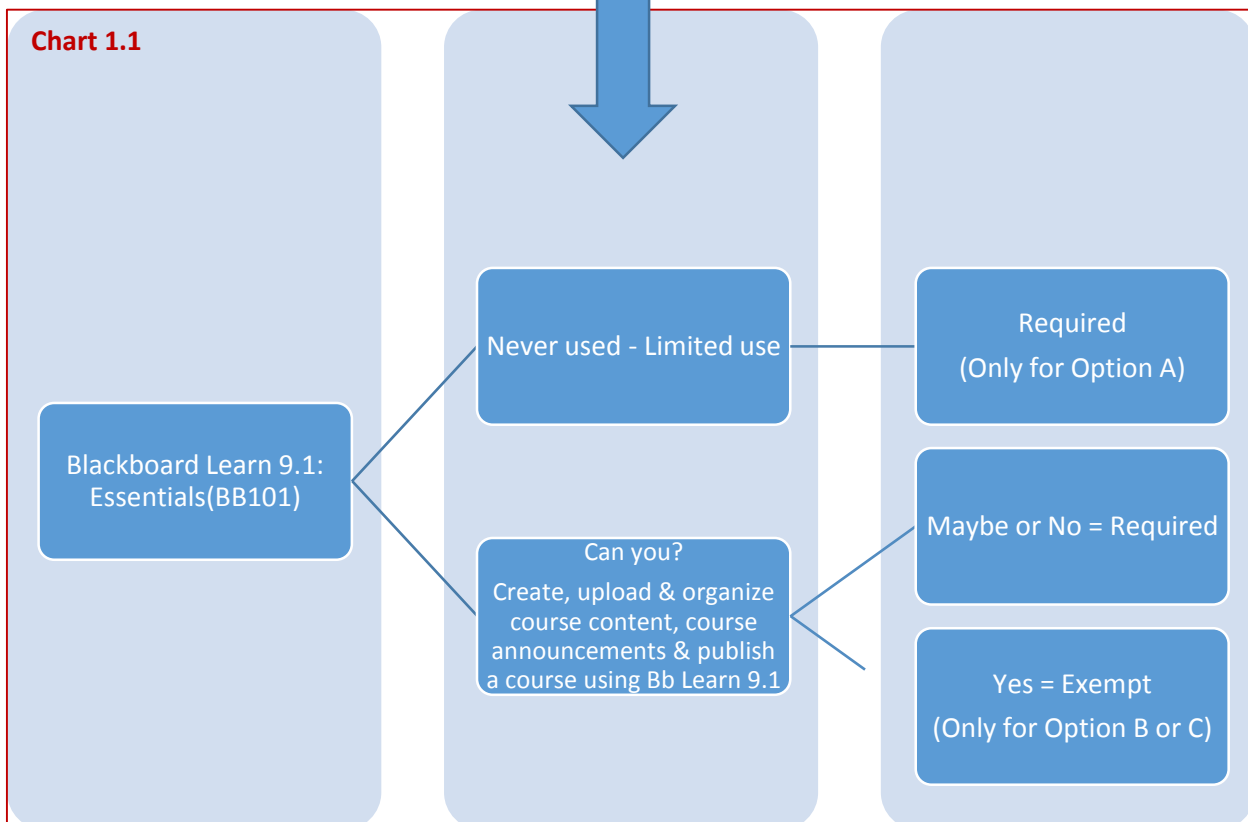
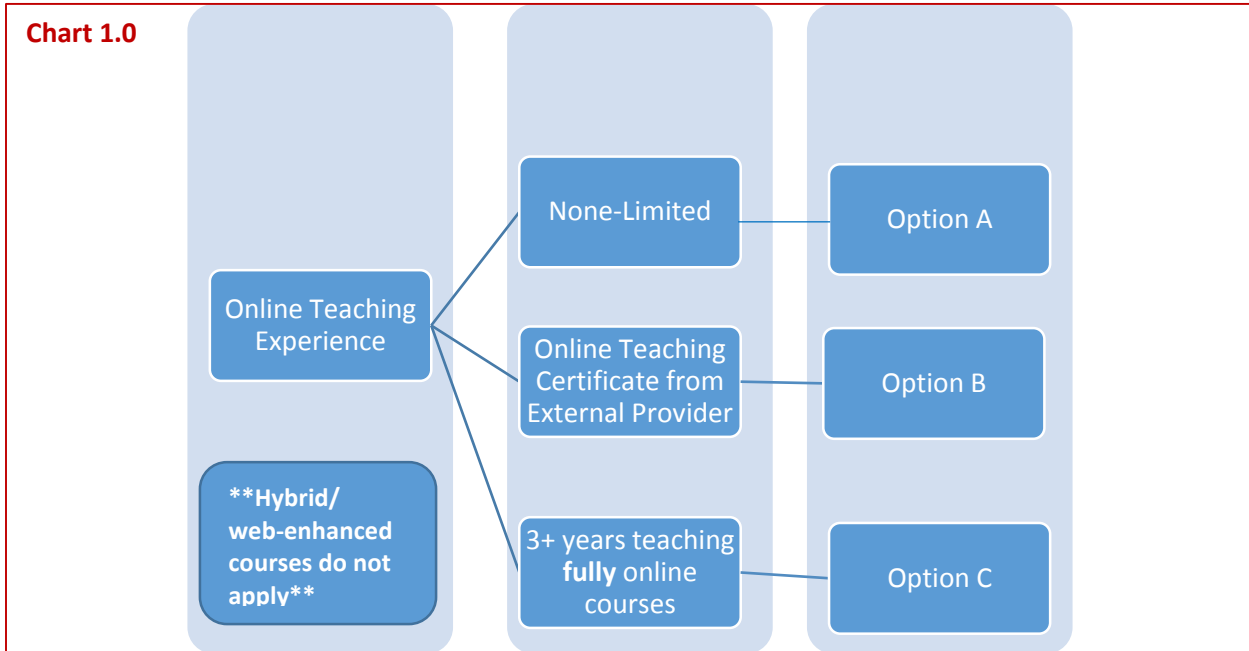




South Carolina State University Online Teaching Certificate Program Options

Directions: Use the charts below to help you to choose best option.





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Option A	Option B	Option C
<p>SC State University eFellows Program</p>	<p>Certificate of Completion – External Provider</p>	<p>Instructor Evaluation & Course Review</p>
<p>SCSU Faculty – (full-time/adjunct)</p> <p>See Chart 1.0</p>	<p>SCSU faculty that has completed an online teaching training program via an external provider</p> <p>See Chart 1.0</p>	<p>SCSU faculty that have three or more years teaching fully online courses (Hybrid/web-enhanced courses do not apply)</p> <p>See Chart 1.0</p>
<p>Prerequisite:</p>	<p>Requirement(s):</p>	
<ul style="list-style-type: none"> ○ Blackboard Learn 9.1 Essentials: (BB101) 	<ul style="list-style-type: none"> ○ “An Overview of Distance Education @ SCSU” Session ○ Blackboard Learn 9.1 Essentials: (BB101) - Optional see chart 1.1 ○ Submit Online Teaching Certificate Program Application w/: 	<ul style="list-style-type: none"> ○ * “An Overview of Distance Education @ SCSU” Session ○ Blackboard Learn 9.1 Essentials: (BB101) – Optional see chart 1.1 ○ *Self-review – Quality Matters (QM) Standards Rubric by instructor (online)
<p>Requirement(s):</p>		
<ul style="list-style-type: none"> ○ Submit Online Teaching Certificate Program Application ○ Notification of eFellows enrollment period and course dates e-mailed to qualifying instructor(s) ○ Completion of SCSU eFellows course <p><i>**Participants receives certificate of completion from CTLES**</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Completion from External Provider (<i>i.e. Online Learning Consortium, Quality Matters® Teaching Online Certificate, Post-secondary institutions, or corporate providers</i>) ✓ Course Agenda/Detailed Syllabus ✓ Course learning objectives/outcomes (MUST be comparable to SCSU’s eFellows learning objectives-view eFellows course syllabus available via the SCSU CTLES website) ✓ Course description <p><i>Note: 2016 Summer Academy workshops are included in this category.</i></p> <p><i>** Participants receives certificate of completion from CTLES **</i></p>	<ul style="list-style-type: none"> ○ Submit Online Teaching Certificate Program Application w/ evidence of online teaching (must include course syllabus): 1. Notification of initiation of Informal QM Review e-mailed to qualifying instructor(s) 2. Informal Internal Review (QM Rubric) – course reviewer 3. Recommendations Report – sent to instructor by reviewer 4. Recommendations Report Review Consultation 5. Instructor submit course modifications to Instructional Designer (ID) 6. Post-Review – ID reviews course modifications (Must be MET in all areas to proceed) ○ *Course observation – ID observes an active, fully online course (within 1 year) to <i>evaluate</i> instructor’s online teaching & course management skills. (Must be MET in all areas) ○ *Online Course Observation Form results sent to instructor – consultation scheduled (if needed) ○ *Online Course Observation Form & QM Rubric submitted to Quality



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Matters Coordinator for final
approval

**Items may take place simultaneously*

*** Participants receives certificate of
completion from CTLES ***

"Note: By request of the Provost, faculty who taught online/hybrid courses during Fall 2016 and Spring 2017, must have their courses reviewed by CTLES in order to receive approval to teach online starting Fall 2017. This requirement must be met regardless of whether Option A or Option B is selected."