

Hawkeye Community College Procedures for New Online Instructors

Step 1—Orientation to Online Learning at Hawkeye Community College

The instructor should go to the Distance Learning Office, Tama Hall, Room 112, or call ext. 4464 to schedule an orientation with Dr. Roger Rezabek, Director of Distance Learning. It is recommended that this step occur four to six months prior to the anticipated start date of an online course.

The Orientation will cover the procedures followed by Hawkeye concerning distance learning and online courses (including Web Enhanced Courses), forms that need to be completed, contract language governing distance learning and online courses, necessary training activities to be completed by the instructor, Intellectual Property Rights as described in the contract, and copyright issues.

Step 2—Training

The instructor should contact Sarah Uhlenhopp in the Title III office to make arrangements for training using the Blackboard Course Management System. Training sessions are scheduled periodically throughout each semester for interested faculty. Faculty experienced in Online Teaching may act as mentors to new faculty and training facilitators.

Instructional Design assistance is available from Sarah and Roger on an as needed basis. Contact either individual for assistance.

Step 3—Completion of Course Development Form (if needed)

If developing a new or existing course for web-based instruction, the instructor might be eligible for a stipend as provided in the Master Contract. The **Course Development form** is available as a PDF file on the Distance Learning web site at:
<http://www.hawkeyecollege.edu/distance/educators.htm>

The instructor should print the form and discuss the project with the appropriate Department Chair and Associate Dean, have the form signed, and forward to the Distance Learning office. A copy of the signed form is sent by Distance Learning to the Academic Affairs Office. The instructor may begin development of the course immediately either on their own computer(s) or on the Embanet Web site. The instructor may request a Pay Authorization form be initiated by his/her department whenever it is felt that sufficient work on the project has been accomplished.

When the instructor is ready to use Embanet, he/she should submit an **Online Course Planning form** (also available on the distance learning web site).

Step 4—Submission of Course Planning Form (three options)

Complete and submit an online Course Planning Form for each course to be:

1. Developed as a “shell”
2. Scheduled during the next semester as a full online course
3. Scheduled during the next semester as a Web Enhanced course or Hybrid course.

This form will enable the course to be established on the Embanet Server.

The Director of Distance Learning will send course code and instructor information to Embanet to establish the course on their server and set up technical support for the instructor. Technical support is available to each instructor for one year following the first uploading of instructor and course information.

Step 5—Course Implementation and Startup

When a Course is offered, the Director of Distance Learning will send course, instructor, and student information to Embanet to establish that course section on their server, and to set up technical support for the students enrolled in the course. Updates to the course roster will be resent to Embanet by the Distance Learning office on an ongoing basis from approximately one week prior to the course start date until enrollment stabilizes, approximately two weeks after the start date. The Distance Learning office will need to be notified of any student added into the course by the instructor after two weeks.

Any students who drop the course during the first week of class meetings will be deleted from the Embanet course list by the Distance Learning office, which will monitor the course roster on almost a daily basis. After the first week, the instructor will need to notify the Distance Learning office of any additional drops. The college will be charged for technical support for any student on the roster following the first week of classes. This applies to students in full online courses as well as in Web Enhanced Courses.

For Web Enhanced courses, the student roster should be sent after the course has begun unless it is essential that the students begin to utilize the web components at the beginning of class activities. The instructor is responsible for notifying the Distance Learning office of any roster changes (adds or drops) following activation of the course in the Embanet system.

Step 6—End of Semester Cleanup

Student lists are automatically deleted from the Embanet Server after the course is completed, so instructors must ensure all grades are calculated in a timely fashion.

If a course will be offered during the next semester, the instructor must submit another Course Planning Form to the Distance Learning Office for the course with a new section number. Once the new section has been established on the Embanet server, the instructor may copy the course content into the new shell for the next semester.