ONLINE TEACHING GUIDELINES

European Union Studies Program

A Collaborative Program of
The University System of Georgia

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I. Pedagogical Approach

The European Union Studies certificate is a collaborative program of the University System of Georgia. A catalog of online courses has been developed to facilitate joint instruction across participating institutions. Due to the multi-institutional character of the program, a uniform format for the online courses is important in order to ensure that students receive a consistent learning experience. Standardization harmonizes what could otherwise disintegrate into a fragmented knowledge base at the various institutions of the program. For that reason, online course instructors should endeavor to implement the program's format in the teaching and design of their course.

The format for the online courses is based upon the following principles:

- ❖ **Comparative focus.** Where appropriate to the material, courses should be comparative in nature, examining similar issues and policies in the US and EU separately as well as in the transatlantic context.
- ❖ **Modular structure.** Courses should consist of a series of one-and two-week modules. Modules are self-contained course segments dealing with particular topics that include their own learning objectives, reading assignments, case studies, means of assessment, etc.
- ❖ **Multi-media approach.** A multi-media approach to teaching and learning – visuals (maps, graphics, videos), simulations, audio supplements (music, interviews) – should be utilized to make courses as stimulating as possible.

Each principle of the program's format is introduced to accomplish a specific pedagogical objective. A comparative focus enhances the transatlantic character of the program and fosters cultural sensitivity. Students gain a broader understanding of the similarities and

differences between two areas of the world and the problems faced in unison. The modular structure allows individual modules to be separated from the online course and "plugged in" to other courses, infusing them with an EU component. The multi-media approach adds an experience beyond what could be achieved in a typical classroom and furnishes a means of maintaining student interest.

In addition to these basic principles, a number of "design elements" should be included in a course: a printable syllabus, case studies, Internet links, appropriate and clearly stated means of assessment, student/instructor interactivity, and encouragement of student teamwork. Finally, a successful course should accomplish three goals in terms of student learning outcomes: the attainment of substantive knowledge about the EU and U.S., technology utilization skills, and research and communication skills.

II. Payment Process

The University System of Georgia has established a payment process for online course instructors who are participating in the European Union Studies certificate. Specifically, Presidents at 14 institutions have signed a Memorandum of Understanding that provides a compensation mechanism. It is the responsibility of the online instructor to initiate the compensation process at his/her institution. At a minimum, the instructor's Business Office should be alerted as soon as possible and informed of its role in obtaining funds from the University System institutions with students enrolled in an online course. The precise steps for student registration and faculty compensation are outlined in Appendix A.

III. Guidelines for Online Teaching

The steps outlined below are recommended to ensure a successful online teaching experience.

The begin and end dates for the online courses are set by the EU Studies program director.

A. Initial Steps (three months in advance)

1. At least **three months** prior to a course is scheduled to begin, faculty should contact Michael Baun (mbaun@valdosta.edu) to obtain login information for themselves and to have a specific section of the course established. If desired, request access to an online tutorial that will explain how to manage a course using the Desire2Learn (D2L) software platform.

2. The EU Studies Program online courses are hosted on GoVIEW, the learning management system for online collaborative programs offered by University System of Georgia. To access your course, go to https://go.view.usg.edu/ and enter the user name and password that were provided to you. Click on the course title to gain entrance into the section. Faculty should review the material and become familiar with the technology.

3. For questions regarding general teaching issues, please contact Michael Baun (mbaun@valdosta.edu).

B. Two Months Out

1. At least two months prior to the course, instructors should decide on what changes are to be made to update the course material (content and technical). The changes should be completed two weeks prior to the start of actual teaching.

2.   Each institution in the University System is required to have D2L support available to assist with technical matters. Again, Michael Baun (mbaun@valdosta.edu) is available for such matters.

C. One Month Out

1.   It is useful to send students a message a month in advance informing them of how the course will operate. The names of students and their e-mail addresses will be provided by Michael Baun. A sample message is provided in Appendix B.

D. Course Start

1. Michael Baun will work with campus program coordinators and GoVIEW administrators to ensure that students are enrolled in the courses and have login access.

2.   Keep in mind that students will continue to enroll and drop for the course during the "drop-add" process.

3.   Please watch student participation and contact any student who does not log into the course. It is useful to build course attendance – typically through bulletin board participation – into the course syllabus. Students who are not active for a specified period, such as two consecutive weeks, should be subject to withdrawal by instructor initiative. Notify Michael Baun if a student is to be withdrawn so that his/her course privileges are terminated.

4.   When starting a course, a lag of about four or five days should be allowed to enable students to resolve any technical problems. In the past, login complications have sometimes occurred. An adjustment period is warranted to facilitate a comfort zone for students.

5. It is useful to personalize the course with pictures of students and faculty as well as self-introductions.

6. Initial assignments should be kept modest during the first week to accommodate student transition into the online format. Self-introductions are a good way to initiate student participation.

E. Course Instruction

1. Adjustments in a course are sometimes necessary as it evolves during the semester. Problems, including technical difficulties, sometimes interrupt the course calendar. Please notify students as soon as possible about changes in the calendar or assessment procedures.

2. A useful strategy for making effective use of the online format is to schedule a live "chat" with a practitioner, such as a representative from the European Commission or a well-known scholar.

3. Send final grades to Michael Baun, who will forward them to the appropriate institutions.

IV. Technical Problems

Information on the login page and help pages is available on the EUSP webpage at http://www.eustudiesprogram.org/login.htm. Once you sign in to the course website, there are "help" tools which should help you with technical issues. As stated above, for login issues, please contact Michael Baun (mbaun@valdosta.edu).

V. Course Evaluation

All online courses must be evaluated. The survey instrument is online; each course will have a unique survey address. A link should be inserted on the front page of the course during the last week or so of regular classes. Please encourage students to complete the evaluation.

Appendix A
USG Course Registration and Compensation

The European Union Studies Certificate offers a catalog of courses in an online format. Students at16 institutions in the University System of Georgia (see list below) are able to enroll for these courses—and pay tuition—at their home institutions. The course instructor is paid from the tuition generated by the course enrollment.

The process for enrolling and transferring funds operates in the following manner:

1. The EU Studies campus representative establishes an equivalent course for the online offering. The equivalent can be in the form of a "Special Topics," "Independent Study," or other appropriate option. The campus representative, or designated faculty member, is listed as the instructor-of-record.

2. The campus representative notifies Michael Baun (mbaaun@valdosta.edu) and provides the student's name, e-mail address, and student identification number.

3. The online instructor will contact students via e-mail prior to the course and supply them with the following information: syllabus, login access, and course texts.

4. Online instructors will be paid a maximum of 9% of their salary for teaching a course and up to an additional $1,000 for updating the course material. If funds are not sufficient to reach this amount, the course either can be cancelled or the instructor can consent to a corresponding reduction in compensation.

5. After mid-term, Michael Baun will send a message to campus representatives verifying current enrollments to account for student withdrawals. The updated roster will be forwarded to instructors for invoicing.

6. The Program's Home Institution Business Office will send an invoice to the various Business Offices listing students enrolled in the course. The invoice will request payment equal to the rates assessed on the tuition and billing document.

7. Instructors will be paid via monetary transfer to their home institution or direct payment from UWG.

8. The home institution of a student retains the Full-Time Equivalency (FTE) hours.

9. At the conclusion of the course, the online instructor reports student grades to Michael Baun and he will convey them to the campus representative who officially enters the grade.

Appendix B
Sample Letter

Dear EU Students:

Welcome to the online course entitled _____. You will have the opportunity to participate in discussions and share your ideas as a group once added to the course. The course begins _____ and ends _____, excluding the final exam. Each student has been assigned a log-on and password to be used specifically for this course (please see below). Do NOT use any other logins or passwords that have been created for you at your institution. You can access the course and the basic reading material on the web at: https://go.view.usg.edu/

Once you can enter the website, please feel free to explore. Please go to the syllabus where you will find a detailed description of the course and its requirements. The Content link contains the material traditionally provided in the classroom by the instructor. These are the "lectures" from which you will be tested. The content is divided into modules that are similar to chapters in a book. Click on a module and you'll find the lectures and links to assigned reading. At the top, you'll see the "Communication" link. To participate in class discussions, click on "Discussions" from the drop-down menu. Please also note the "Calendar" link from the "Resources" menu (on which important deadlines will be posted), an "Email" link under "Communication" (from which you can communicate with the instructor), and the "Assessments" link (where quizzes and exams will be taken).

During the first week, please introduce yourself to the class and explain why you are taking the course. There is no required text book in the course because the modules contain the reading material.

An online course does NOT meet at any specific time or in a face-to-face context. Everything is conducted on the Internet, even exams. The benefit is that students will become proficient in the new e-learning environment. It's important to learn how to operate in the online format because it is the way the work environment is moving! If you experience If you experience technical problems, please use the help line at: https://d2lhelp.view.usg.edu/

Thanks again for your interest in this topic and let me know if I can help you with anything as you begin your work in the course. You can e-mail _____ or call at _____ if you need to talk with me. elp.view.usg.edu/

Sincerely,

Name

To access the online class, please go to: https://go.view.usg.edu. Please log into your course following these directions:

1. Enter your username: firstname_lastname_institution*. See below for your institution's three-five letter code to enter. Please note that these are case sensitive. For example, if your name is Mary Smith and you are enrolled at Georgia State, then you would log in as mary_smith_gsu.

2. If you have previously been enrolled in an EU online course, you will be able to use your previous password to access the course. If you have not been previously enrolled in an EU online class, you will need to use the "Forgot Password" link to obtain a link to set your password up for the first time. Enter your username exactly as above. A reset password link will be sent to your school email address. The link will stay active for 72 hours.

4. Once you are logged into GoView, click on the course title to access the course.

5. E-mail me if you have questions.

* Institution Codes

Institution	Institution Code
Armstrong Atlantic State University	aasu
Clayton College & State University	ccsu
Columbus State University	csu
Dalton State College	dsc
Georgia Institute of Technology	git
Georgia Perimeter College	gpc
Georgia Regent University	gru
Georgia Southern University	gasou
Georgia Southwestern State University	gsw
Georgia State University	gsu
Kennesaw State University	ksu
Middle Georgia College	mgc
North Georgia College & State University	ngcsu
South Georgia College	sgc
University of West Georgia	uwg
Valdosta State University	vsu

Appendix C
EU Online Collaborative Course Schedule 2014-2015

For course schedule go to: http://www.eustudiesprogram.org/coursesched.htm

Course Evaluation

1. Social Policy in the EU/Public Policy Course Evaluation

1. Please rate the instructor on the following scale:

1 - Strongly Disagree

2 - Disagree

3 - Neutral

4 - Agree

5 - Strongly Agree

	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree
The instructor was attentive to students' academic needs.	◯	◯	◯	◯	◯
Demands concerning performance were clear.	◯	◯	◯	◯	◯
The instructor responded in a timely manner to questions and concerns transmitted through the mail tool and/or discussion boards.	◯	◯	◯	◯	◯

2. Please rate the course on the following scale:

	1 - Stongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree
The course was a positive learning experience.	◯	◯	◯	◯	◯
The content of the course met my expectations.	◯	◯	◯	◯	◯
Learning without physical class attendance was easy for me.	◯	◯	◯	◯	◯
The method of grade assessment was fair.	◯	◯	◯	◯	◯
The amount of work for the class was high.	◯	◯	◯	◯	◯

3. Please rate the technical questions about the course on the following scale:

	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree
The Vista course was easy to navigate.	◯	◯	◯	◯	◯
The technology operated efficiently.	◯	◯	◯	◯	◯
The bulletin board was an effective way to discuss with the other students.	◯	◯	◯	◯	◯
Class discussions contributed to my overall understanding of the material.	◯	◯	◯	◯	◯

4. General Questions:

	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree
The virtual contact/exchange with foreign students met my expectations.	◯	◯	◯	◯	◯
I would participate in a future webcourse.	◯	◯	◯	◯	◯

Course Evaluation

5. The course was a positive experience, because...

6. I would improve the course by...

7. Other comments:

8. What grade do you expect to receive in this course?

- ◯ A
- ◯ B
- ◯ C
- ◯ D
- ◯ F