



WSU Tech

## PRD 101 Foundations of Instructional Practice

### Course Outcome Summary

#### Course Information

<b>Alternate Title</b>	Foundations Instruct Practice
<b>Description</b>	This course is designed to provide new faculty with the information they need to be successful as a WSU Tech instructor. New faculty will be paired with a member of the staff in Instructional Technologies & Academic Support as they work to create, maintain, and close their first class at WSU Tech. Upon completion, faculty will be able to utilize the WSU Tech resources to prepare for their course(s) and identify their responsibilities in the areas of classroom maintenance and the learning management system.
<b>Instructional Level</b>	Continuing Education
<b>Total Credits</b>	1
<b>Total Hours</b>	15

#### Types of Instruction

Instruction Type	Credits/Hours
Lecture	1/15

#### Pre/Corequisites

Corequisite PRD 003 Foundations of Instructional Practice: Technology Orientation

## Course Outcomes

### 1. The faculty member will be able to utilize the myWSUTech portal.

*Status Active*

#### Criteria

- 1.1. Identify the following channels and links on faculty tab : Faculty Links (Interactive Schedule), Faculty Dashboard, Grade Assignment, Census Day Roster, myDegreePlan, and Faculty News,
- 1.2. Access the syllabus template link
- 1.3. Download the syllabus template that is appropriate to the teaching environment
- 1.4. Access the interactive schedule link
- 1.5. Identify the following items on the interactive schedule: CRN number, course dates, last date to withdraw, enrollment
- 1.6. Access the faculty dashboard - Student Information Link

### 2. The faculty member will be able to effectively prepare for teaching courses at WSU Tech.

*Status Active*

#### Criteria

- 2.1. Review the outcomes and competencies for the course via WIDS
- 2.2. Review the assigned text book if applicable
- 2.3. Review the Open Resources used in the course if applicable
- 2.4. Review the vendor content (ITL, Pearson, Cengage, Mind tap) if applicable
- 2.5. Review the Master class content if applicable
- 2.6. Review the Template course content if applicable
- 2.7. Review the department requirements (program guide) if applicable
- 2.8. Identify the instructional materials that will be used in your section(s) of the course
- 2.9. Identify the instructional technology used in the course (if applicable)
- 2.10. Utilize the instructional technology used in the course (if applicable)
- 2.11. Identify the equipment used in the course (if applicable)
- 2.12. Utilize the equipment used in the course (if applicable)
- 2.13. Upload instructional content to Bb course shell (if applicable)
- 2.14. Request a copy of master or template course content (if applicable) be copied into your Bb shell
- 2.15. Identify the role of Read Me First
- 2.16. Identify the documents required in Read Me First
- 2.17. Create instructor welcome (if applicable)
- 2.18. Create How to be Successful in the course "document" (if applicable)
- 2.19. Create course schedule
- 2.20. Create course syllabus

### 3. The faculty member will be able to identify necessary classroom maintenance activities.

*Status Active*

#### Criteria

- 3.1. Discuss the role of the Financial Aid Office and Office of the Registrar in student grades and attendance
- 3.2. Identify the role of My Attendance and Take Attendance in Bb
- 3.3. Identify the WSU Tech attendance requirements for traditional, hybrid and online courses
- 3.4. Identify the terminology associated with attendance
- 3.5. Discuss special attendance requirements for high school students
- 3.6. Demonstrate entering attendance
- 3.7. Identify final grades and attendance requirements
- 3.8. Identify the role of Census Day Rosters
  
- 3.9. Identify the impact census rosters have on student financial aide and access to Bb
- 3.10. Identify the role of Retention Center
- 3.11. Identify faculty responsibilities for Retention Center reports.
- 3.12. Discuss the student withdrawal process
- 3.13. Discuss incomplete grade contracts.
- 3.14. Access retention center
- 3.15. Identify the role of retention center at WSU Tech

- 3.16. Identify faculty requirements for retention center reporting
- 3.17. Set up grade alert rules
- 3.18. Set up course access alert rules
- 3.19. Identify at risk students based on alert rules
- 3.20. Send notification to at risk students and appropriate academic coach
- 3.21. Utilize the note process
- 3.22. Utilize the monitor student function
- 3.23. Utilize the faculty course activity function
- 3.24. Identify the role of Bb in grades and work ethic grades
- 3.25. Identify Work Ethics Grades
- 3.26. Identify the Bb learn grade center template used by WSU Tech
- 3.27. Set up categories
- 3.28. Set up grading schema
- 3.29. Set up weighted grade and total grade columns
- 3.30. Set up an external grade column
- 3.31. Add grade columns to grade center
- 3.32. Enter grades in grade center
- 3.33. Discuss the requirements for keeping grades current
- 3.34. Post final grades in the grade center using Grades Journey

**4. The faculty member will be able to identify other college resources.**

*Status Active*

**Criteria**

- 4.1. Identify the WATC bookstores
- 4.2. Relate the purpose of Disability Services and how to locate their website
- 4.3. Describe why and how to contact Facilities
- 4.4. Identify who to contact in Human Resources and why
- 4.5. Relate why and how to contact Instructional Technologies and Academic Support Services
- 4.6. Identify the WIDS system and its role at WSU Tech
- 4.7. Relate how to obtain technical support for non-urgent and urgent IT issues
- 4.8. Identify how to contact security
- 4.9. Relate the purpose of Student Services, the role of an Academic Advisor and who to contact
- 4.10. Identify resources available from the WSU tech library
- 4.11. Identify the role of Workforce Education and Employer Relations

**5. The faculty member will be able to discuss pedagogical practices for instruction.**

*Status Active*

**Criteria**

- 5.1. Identify Blooms Taxonomy
- 5.2. Identify the Digital Learning Initiative
- 5.3. Identify common class preparation resources found in Instructor Resources
- 5.4. Identify common class maintenance resources found in Instructor Resources
- 5.5. Identify WSU tech Assessment Plan

**Additional Requirements**

Add non course pre - req's here.

**Class Capacity**

30 Web-based

**Course Equivalency**

N/A

**Credentials**

N/A

**Instructional Method**

Web-Enhanced

**ITL Content**

N/A

**State Alignment - Course**

No