



# TOPP Fall 2017

## Teaching Online Prep Program – Fall 2017

### Overview

CELTT invites you to consider **Teaching Online Preparation Program (TOPP)**, a 6-week asynchronous, entirely online training program for instructors who will be teaching online for the first time or are looking for ways to improve current practices. You will learn, create and collaborate while immersed in an online learning environment — the best way to understand this mode of instruction and to design an online course for your students.

**TOPP: What did you take away from participating in TOPP?**

### WHEN

- September 18th to October 27th

**WHERE** 100% Online, Asynchronous

**WHO** Any Kapi`olani CC instructor planning to teach online or wishing to redesign an existing online course

**HOW** does it work?

1. Identify an online course you would like to develop and the semester it will be taught. (Spring 2018 or later recommended.)

2. Since the TOPP Program is entirely online and asynchronous, we recommend that participants have at least the basic computer skills (copy/pasting, opening multiple browsers, using the Internet, uploading/downloading files, etc.) and have teaching experience. We will hold one optional **Ready to TOPP Yourself** in-person workshop on September 15th.

3. **Please submit your teaching and technology skills info and an online course proposal.**

*Deadline to submit your application is Wednesday, September 13th and we will notify you by September 18th.*

4. The program will require a significant commitment of time and effort. Participants are expected to spend 6 to 15 hours per week learning and participating, but the actual amount will depend on your skill level and experience. If you need assistance, the CELTT staff will be available to work with you as a team, online or in person, to ensure that you end up with a viable online course.

## Learning Outcomes

After participating in the TOPP Fall 2017, a learner will be able to:

1. Identify and explain the pros and cons of online teaching.
2. Identify effective pedagogical strategies for online teaching.
3. Identify key federal, state, and ACCJC requirements in distance education.
4. Create a Lulima course site that promotes learning.
5. Design effective student-centered learning activities to address different learning styles.
6. Integrate Web 2.0 tools to enhance a Lulima course site.
7. Identify and implement accessibility and copyright.
8. Design and develop methods to build a learning community.
9. Demonstrate basic facilitation skills in an online classroom.

## Tentative Schedule

Week	Dates	Topics
1	9/25 - 10/1	Introduction to teaching online Important rules & regulations
2	10/2 - 10/8	Planning the weeks/modules & activities
3	10/9 - 10/15	Laulima's core & communication tools
4	10/16 - 10/22	Developing the content
5	10/23 - 10/29	Assessments tools Enhance with Web 2.0 tools
6	10/30 - 11/3	Building a learning community Facilitation skills
*	2/28/2018	Complete at least 1/2 of your online course for evaluation (Independent work)

\*At the end of the 6 weeks, our goal for your online course is to have at least two weeks/modules of content completed. In the weeks following TOPP, you will continue to build your online course and share it with CELTT for review and further assistance prior to and during implementation.

## Apply Online by Wednesday, September 13th, 2017

(Application Form: <https://goo.gl/forms/EsPNLkrBK3rUS8F32>)

Questions or comments?

Contact: Helen Torigoe OR Marisa Yamada at [celtt@hawaii.edu](mailto:celtt@hawaii.edu)

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