

Support Resources for DSU Online Adjunct Faculty

ITS and OOE provide support services for new online adjunct faculty in the courseware technology and pedagogy through the orientation trainings, workshops and individual consultations and self-paced training courses.

What We Need to Know

In each semester, we need to know how many new adjuncts will be on board and how many of them have prior online teaching experience, and how familiar they are with online courseware environments. The information can help us design and plan support services accordingly.

General Recommendations and Requirements

For those who are new to online teaching and the D2L Course Environment, we recommend the following as soon as they are assigned to teach online courses.

1. Be Familiar with Course Management System (D2L)

- Must attend D2L trainings in the orientation week.
- Contact DSU-D2L@sdbor.edu for individual assistance or additional trainings.
- Have a development course site in D2L.
- Write a course syllabus and plan a course schedule.
- Have course content and materials prepared, at least for the first few weeks.
- Select and set up communication channels with students.

2. Course Design and Review

- Must participate in the Quality Assurance training according to the [DSU Quality Assurance](#) policy.
- For a new course, the course must be reviewed by the dean, a faculty member and the instructional design specialist before the start date of the course.
- If the course content materials are taken from other instructors who have taught the course before, the adjunct must make sure that dated content, if there is any, is updated.
- All courses must meet major expectations of the South Dakota Board of Regent's (SDBOR) [Online Quality Assurance Rubric](#) (Rev. 2017).
- Contact Mingming.Shao@dsu.edu for help and assistance in the QA training and course design.

3. Attend Professional Trainings and Workshops

- Faculty Sharing Insights of Best Practices and Strategies.
- Online Teaching Pedagogies and Technology (Mobile Learning, Personal Learning, competence Learning, Blended Classroom, Multimedia, Social Media and more)

4. Utilize Support Resources

- [DSU D2L Support Resources for Instructors](#) (D2L login required)
- [DSU D2L Support Resources for Students](#) (D2L login required)
- [DSU Online Course Design and Development](#) (D2L login required)
- [DSU Course Accessibility Awareness](#) (D2L login required)
- [DSU Course Quality Assurance](#) (D2L login required)
- [DSU Quality Assurance Policy for Online Courses](#)
- [South Dakota Board of Regents Online Quality Assurance Rubric](#)
- [Getting Started for New Faculty and Adjuncts](#)
- [Best Practices for Designing Your Course in D2L](#)
- [D2L FAQs for Instructors - Getting Started](#)

Appendix A. Getting Started for DSU Online Adjunct Faculty

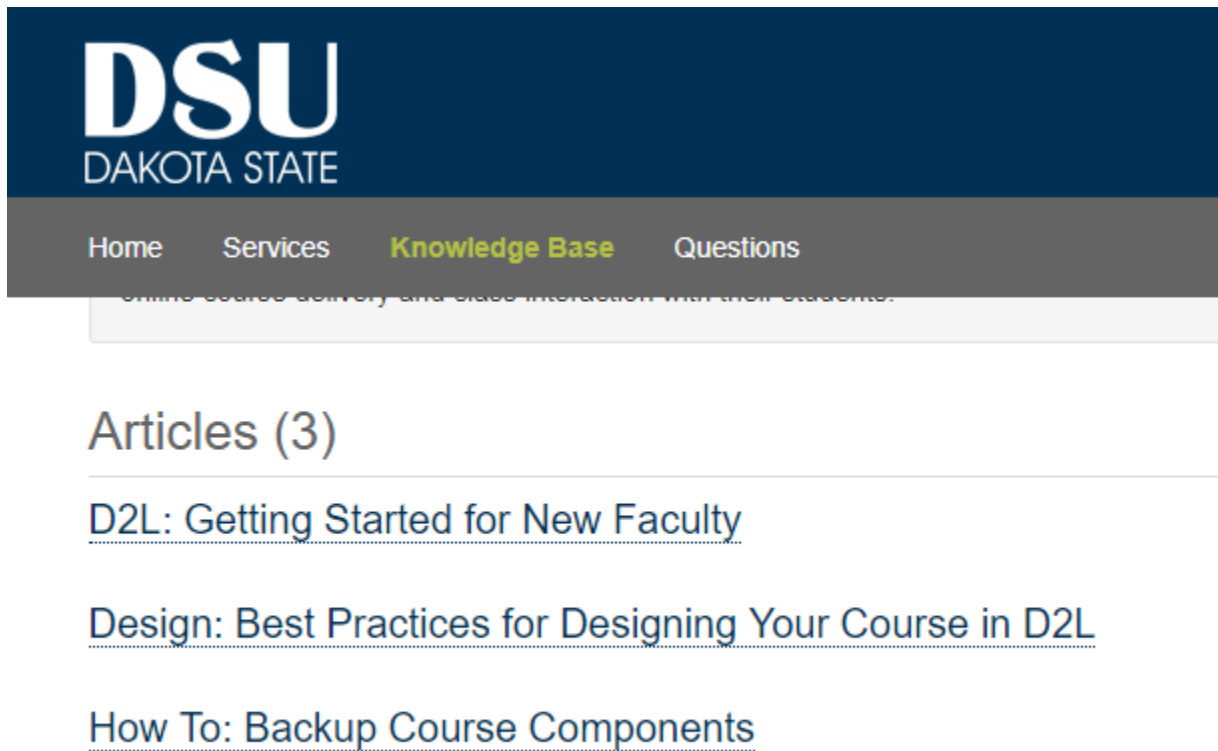


Figure 1. Getting Started for DSU Online Adjunct Faculty