



Effective Teaching & Learning with Technology Certificate Program

What:

The Certificate programs are a series of classes designed to provide faculty members with a comprehensive set of skills, strategies and the confidence for using technology to enable effective teaching & learning outcomes. Both full-time & part-time faculty as well as full-time staff of NC State would be eligible for this program.

Why:

To offer a comprehensive, integrated, guided framework for a broad set of skills for faculty, as well as a system for the college to recognize faculty committed to improving their skills in this realm.

How:

Complete specified core classes and required amount of optional electives for each certificate level. Each class is a 2-hour real-time (not credit hour) class and total hours for each certificate are **real-time total hours**. Classes can be taken via one of the following:

Option 1 -Regular face to face 2 hour class sessions throughout the quarter,

Option 2 - Professional development day/in-services

Option 3 - intensive 1-week "boot camps"

Option 4 – Mix n Match of the above

Basic TLT Certificate

14 hours + 2 hours of electives = **16 hours**

- Intro to Instructional Technologies (OR Additional Elective)
- Copyright for Faculty
- Blackboard I (OR Additional Elective)
- Web-Enhanced Teaching
- Information Literacy for Faculty
- Safe & Secure Computing
- ADA Accessibility & Course Materials

Recommended Electives:

- Intro to Digital Photography w/ PowerShot SD450
- Intro to Digital Video w/ Xacti VPC-C40
- Intro to Audio Recording with iPod & Editing with Audacity
- Digitizing Course Material

Remuneration Upon Successful Completion:

Adjunct Faculty: **\$100 one-time stipend**

Full-Time Faculty: Choice of 1(one) of following...

Digital Camera -
Canon PowerShot
SD450
w/ case & 512Mb card



\$295.95 value

Digital Camcorder -
Sanyo Xacti VPC-C40
w/case & 512Mb card



\$378 value

Audio Recorder-
30Gb iPod
w/Belkin
TuneTalk Mic



\$339 value

Other Hardware **\$200**
(max \$300 **one-**
value) **time**
as negotiated **stipend**
with
Instructional
Technologist

Intermediate TLT Certificate

14 Hours + 4 hours of electives = **18 Hours**

(Requires Completion of Basic Certificate)

- Graphic Design for Faculty
- What to Do When Technology Fails
- Blackboard II (OR Elective)
- Intro to Effective Technology Pedagogy
- Powerpoint for Effective Lecturing I (OR Elective)
- Powerpoint for Effective Lecturing II
- Smart Classrooms and Laptop/Projector Carts

Recommended Electives:

- Intro to Web Design
- Intro to Image Manipulation with GIMP
- Evaluating Instructional Software
- Blogs, Wikis, RSS & Tagging Tools
- Intro to Digital Storytelling

Remuneration Upon Successful Completion:

Adjunct Faculty: \$100 one-time stipend
Full-Time Faculty: \$200 one-time stipend

Advanced TLT Certificate

12 hours + 6 hours of electives = **18 Hours + Capstone Presentation**

(Requires Completion of Basic & Intermediate Certificates)

- Creating Effective Multimedia Presentations
- Blackboard III – Assignments & Dropbox
- Blackboard IV – Assessment
- Discussion Board Best Practices
- Canning Lecture Content
- Course Evaluation Tools

Recommended Electives:

- Intro to Portable Computing w/LifeDrive PDA
- Intro to 3-D Interactive Online Spaces
- Intro to Synchronous Online Class Sessions
- Intro to Video Conferencing
- Web Design II

Remuneration Upon Successful Completion:

Adjunct Faculty: **\$100 one-time stipend**

Full-Time Faculty: **Choice of 1 (one) of the following...**

PDA

Palm LifeDrive
4Gb/Wifi etc...



\$399 value

Office PC 2nd

Monitor/Upgrade
Dell 19" UltraSharp
1907FP Flat Panel
LCD



\$309 value
(+video card if using
as 2nd monitor)

\$200 one-time stipend

Electives

- Intro to Web Design
- Intro to Image Manipulation with GIMP
- Intro to Digital Video w/ Xacti VPC-C40
- Intro to Audio Recording with iPod & Editing with Audacity
- Intro to Synchronous Online Class Sessions (1 hour orientation, 1 hour online)
- Intro to Digital Photography w/ PowerShot SD450
- Blogs, Wikis, RSS & Tagging Tools
- Digitizing Course Material
- Intro to Portable Computing w/LifeDrive PDA
- Intro to 3-D Interactive Online Spaces (1 hour orientation, 1 hour online)
- Intro to Digital Storytelling
- Evaluating Instructional Software
- Intro to Video Conferencing
- Web Design II

Program Policies and Procedures

1. Advanced Certificate Capstone Presentation
In addition to specified course attendance, Advanced Certificate seekers must also present a live or recorded multimedia presentation to the TLTR, demonstrating an instance of how they have used their certificate skills to effectively use technology to support teaching and learning outcomes in the classroom.
2. Course Offerings:
During the 1st week of a quarter, the Instructional Technologist will publish a list of days, times and locations when courses will be offered. Certificate courses offered at Professional Development days will be announced in advance. "Boot camp" opportunities to complete certificates in 1-week programs will be announced at least a month in advance.
3. Successful Completion of Courses
Successful completion of a course will consist of attending the entire 2-hour duration of a class session (both the orientations **and** online segments for the 3-D Online Spaces & Synchronous Class Sessions courses). **A 10-minute grace period from the published class start time** will be extended for late arrivals, but beyond that, missed class time will need to be made up to receive certificate credit for the course.
4. Testing Out of Courses
Faculty may only test out of a required certificate course if the course material is over a topic that they teach within their subject matter. Faculty members should contact the Instructional Technologist if they feel this is the case when starting a certificate.

5. Certificate Progress:
The Instructional Technologist will record & track individual Faculty members' certificate progress. & make available to faculty securely via Blackboard. Once a faculty member has successfully fulfilled the requirements of a given certificate, the Instructional Technologist will notify the faculty's program chair, Dean, VP of Learning, IT Department and the HR Office. The Instructional Technologist will also issue the faculty member their certificate and make arrangements for them to receive their chosen remuneration in a timely manner.

6. Hardware Remuneration:
Chosen hardware remuneration items will be given to successful certificate program graduates with an understanding that these items are intended for use in their teaching at NC State, as well as development and application of new skills throughout certificate programs levels. However, the Instructional Technologist or the IT department cannot and will not "police" faculty usage of these items.

7. Program Funding:
Once the program has been revised based on feedback and approved by college stakeholders, the TLTR will seek funding sources for the remuneration pieces of this program both within the college as well as grants and other outside sources. This program is modeled on a successful program developed by Houston community Colleges, which received a Title V grant to operate the program.



Teaching Learning Technology Roundtable

*To promote quality, responsive lifelong
learning opportunities, with the effective
integration of technology.*

www.ncstatecollege.edu/tltr