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# ONLINE COURSES AND ABSENTEE AUTHORS:

## Breaking Down Barriers

# Background and Barriers

- Typical online course model: absentee authors

- Barriers
  - Unclear communication channel between CEL and departments/authors/instructors

  - Difficulty of ongoing maintenance

  - Varying levels of instructor expertise in online teaching

  - Inability to leverage instructor engagement/expertise

# Breakthrough: Co-ordinator / Liaison Role

- **Benefits for Academic Department:**

  - Contributes to program consistency (instructor and student expectations, pedagogical standards)

  - Acts as intermediary between course authors and instructors (and CEL)

  - Customizes and co-ordinates instructor/TA training activities each semester

  - Ensures ongoing caretaking and maintenance of courses, monitors lifecycles

  - (Strategic planning and development of EL program)

# Co-ordinator / Liaison Role (cont'd)

*Acts as main point of contact between **CEL** and **academic department***

- **Benefits for CEL:**

  - Streamlines communications

  - Facilitates onboarding and instructor training activities

  - Acts as intermediary between CEL and course authors

  - Contributes to program consistency, development and maintenance efficiencies

  - Monitors course quality and lifecycles

# Breakthrough: Instructor / TA resources

*Training sessions, Course manuals, and TA guides*

- Provides course overview for new instructors / TAs

  - Pedagogical objectives

  - Lesson and activity structures

  - Technical requirements

  - Required inputs

- Professionalization for apprentice instructors / TAs

  - Awareness of pedagogical structures

  - Online teaching skills development

# Breakthrough: Assignment Placeholders

- Ensures academic integrity and currency

- Leverages instructor engagement and expertise

- Practical response to timing of production cycle and instructor hiring

ENGLISH 210F:
GENRES OF BUSINESS COMMUNICATION

ASSIGNMENT 2

More detailed information about Assignment 2 will be posted here no later than 2 weeks before the assignment is due. Please check back again later for the assignment scenario and requirements.

*In the meantime, please review all assignment guidelines and policies to make sure you know how to format and submit your completed work.*

# Questions?

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