

DOE Online Course Model: Julia Kleinschmit

Distance and Online Education (DOE) has partnered with Julia Kleinschmit, Clinical Professor in the School of Social Work, to share her use of an ICON template for SSW:7200 Critical Thinking for Leadership Practice.

This document provides a preview of the template's help guides, page designs, and module organization, as well as a demonstration of how Julia uses the template in her courses.

Everything Connects

Do your students grasp how course concepts relate? Do they know how course activities and content help them achieve learning objectives? The DOE Effective Instruction Field Guide suggests that these essential course design elements significantly contribute to student success. A shared ICON template can empower you and your department to increase clarity across courses and address student achievement gaps.

Template Guides

The template contains a tutorial with step-by-step instructions for modifying the template, just-in-time help guides for common questions, and links to additional ICON support.

Overview

Introduces instructors to the template help guides. Contains an overview video explaining how to navigate the template.

Tutorial

Step-by-step instructions for the template. Helpful when building a new course from scratch.

Help Guides

Just-in-time answers to common questions. Helpful if you're updating a site that already has content.

Additional Help

Provides links to technical assistance and training for ICON and Zoom.

Note: Hyperlinks in the original document connect to live Template Instructions webpages.

Homepage

TEMPLATE HOMEPAGE

The template homepage includes the following elements:

- Welcome Message: Text prompts you to record a video introducing students to you and the course.
- Quick Links: Provided to help students contact you and access important course information like the syllabus and grades.
- First Steps: A list of tasks for students to complete at the start of the course.

JULIA'S HOMEPAGE

- Banner Image: Julia replaced the template banner images with visuals from the School of Social Work website. The template provides editable PowerPoint files to help with sizing and aesthetics for custom banner images.
- Class Meetings: Julia inserted a link to synchronous class meetings on her homepage.

Getting Started

TEMPLATE: GETTING STARTED

The Getting Started section includes:

- Start Here: Course Orientation — Ensures students find the syllabus, shows how they navigate your site, and provides key course expectations.
- Instructor Introduction & Email — Post your bio and contact information to ensure students know that you're available to help.
- Course Tech. Requirements — Necessary technical requirements for support online tools are provided.
- Introduce Yourself Forum — Ask students to introduce themselves to the class and also practice using the ICON Discussions tool.

JULIA'S START HERE

- Checklist: The ICON template provided Julia a list of common tasks to choose from when students begin their online course. Julia linked to her syllabus and customized the text for the tasks she selected, including: Read Over the Course Syllabus, Update Your Computer, Introduce Yourself, Take the Course Expectations Quiz, Acquire Your Required Materials, and Check Course Announcements.

Module Structure

TEMPLATE MODULE

Each module in the template includes the following components:

- Module Overview: Share the week's learning objectives and explain activities and assessments.
- Lesson: Organize content and provide context for how lecture recordings and readings prepare students for graded activities.
- Discussion: A place for students to interact, problem solve, and share ideas.
- Quiz: Provide students a chance to check their content knowledge.
- Assignment: Post directions and submission requirements for student assessment.

JULIA'S MODULES

- Text Headers: Julia added a text header to her module to visually separate content from assignments.
- Module Titles: Julia added the week's dates in the module line, and decided to place the title for the week's topics on the Overview screen.
- Live Online Classes: Julia copied her Lesson page and customized it to provide students an agenda and resources they will need during live online classes.

Module Overview Page

TEMPLATE OVERVIEW

The template Overview page includes three sections:

- Introduction: The template prompt reminds you to contextualize learning for the module.
- Objectives: Module learning objectives help students prioritize key skills and concepts in order to prepare for assessments.

- This Week: Provides a detailed list of the module tasks so students know what's expected before they start their work.

JULIA'S OVERVIEW

Julia's modifications to the template include some revised language to match her usual course terminology:

- Introduction & Objectives: Julia has provided students context for the week's learning and specified the module learning objectives.
 - Module Preview: Julia also provided students a preview of their module to-do's.
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Lesson Page

TEMPLATE LESSON

The Lesson page organizes content students need to review for the module. It includes:

- Text Prompts: The template provides prompts inside brackets as a guide while you build ICON content.
- Lectures section with placeholders for lecture titles, summaries, video embeds, and supporting materials.
- Readings section with placeholders for assigned readings.

JULIA'S LESSON

- Module Readings: Julia has provided guidance for an article that helps students focus on the most salient pages.
 - Customized Content: Julia reordered the content sections and added a Listen section (e.g., Seeing White Episode 2).
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Discussion Page

TEMPLATE DISCUSSION

The Discussion page includes:

- Prompt: Placeholder for the topic and questions to start the discussion.
- Instructions: Placeholder for discussion grading requirements and instructions.
- How-To Instructions: The template links to help guides showing students how to post discussion replies with file attachments and embedded images.

JULIA'S DISCUSSION

The template provides reminders as Julia writes her prompt, including grading requirements and directions for when students post replies to classmates.

- Discussion Prompt: Julia has provided students clear expectations for how they interact and complete group discussion assignments.

Julia's Group Formation Discussion prompt includes the following components:

1. Personal Asset Mapping: What do I have to offer? What are my strengths, talents, interests, experiences, knowledge areas, and sources of power?
2. Needs Assessment: With what do I struggle? What do I think I am not good at? What am I afraid of? What resources do I need to be successful?
3. Learning from Experience: Things that worked in other groups I was a part of. Things that did NOT work in other groups I was a part of.
4. Things my group members should know that may hamper my involvement: Schedule restrictions? Caregiving responsibilities?