



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

- POLICY:** E-learning Course Design
- Effective Date:** September 1, 2018
- TITLE:** E-learning course design and delivery
- RATIONALE:** To ensure quality instructional methods to meet the objectives and goal of the courses offered with e-learning modalities

POLICY/PROCEDURE:

The Education Director is the assigned instructor for courses that are solely delivered via online. Course design and delivery modalities are the sole responsibility of the Education Director and he/she must choose curriculum material and activities to support learning based on the specified objectives of the course.

All content will be designed and count as an hour per hour basis with the following stipulations:

- Multiple Choice or True/False = 1 minute/question
- Fill in the Blank = 2 minutes/question
- Essay = 5 minutes/question

It is the responsibility of the Education Director to perform quality audits on student reports to determine if questions should be revised or re-written to provide a quality assessment tool. The create and revision of test questions may also involve instructional faculty within the discipline.

The National Association of EMS Educators provides a rubric for Quality Online Education which is to be used for all e-learning courses to validate the development and quality of instructional design.

RESPONSIBLE PERSONNEL:

Education Director and Instructional Faculty.