

PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT



701 Stafford Drive Princeton, WV 24740

POLICY: Instructor Training and Orientation to E-Learning

Effective Date: July 1, 2019

TITLE: Instructor Training and Orientation to E-Learning

RATIONALE: To provide personal opportunities for faculty growth while ensuring quality instructional methods to meet the objectives and goal of the courses offered with e-learning modalities

POLICY/PROCEDURE:

Since the Education Director is responsible for the development and delivery of online courses, it will be the responsibility of the Education Director to orient and train other instructional faculty on the use of E-learning software.

This project will require time, and patience.

Instructional faculty will have face-to-face, one-on-one instruction with the Education Director to orient him/her to one system and one section at a time.

Assignments will be given to faculty at the completion of the orientation to allow them the opportunity to practice building their skills in e-learning while under the close observation of the Education Director.

Evaluation will be conducted in verbal format frequently throughout the development of skills until proficiency in rote skills is obtained and the Education Director can release him/her to focus on other skills in e-learning.

RESPONSIBLE PERSONNEL:

Education Director, and Medical Director.