



# Guidelines

## For Instructing Master Courses



## Master Courses

Ocean County College Online Master Courses are pre-built courses complete with content, activities, requirements, and assessments. E-learning at OCC utilizes the Master Course format to achieve the following objectives:

- Ensure alignment between course objectives and course content,
- Assess and evaluate student performance according to course objectives,
- Provide consistency across multiple sections of a course,
- Provide high-quality, vetted, and approved content to students.

*Due to high volume of e-Learning sections, legacy courses from previous semesters cannot be copied to new semesters. Each new term, the unaltered Master Course shell will be provided to you 45 days prior to the start of the term. Instructors are encouraged to use the time provided before the semester begins to personalize the course. Any additional material added to a Master Course MUST address one or more of the course objectives in the syllabus.*

## Instructing

Teaching with a Master Course is exactly the same as instructing any other course online. The only difference is that, the content, requirements, and assessments have been professionally developed for you. Your first order of business will be to review the course and familiarize yourself with all of the content and requirements.

## Preparing

**Fourteen days prior to the term start date**, you will need to update the Instructor Information on the Course Home Page, add Instructor Policies in the course Syllabus, add information to the Instructor Bio page, update the Course Schedule and course activities with actual due dates, review the course content, as well as publish your course. This information can be found in the [Pre-Semester Checklist](#), which is also located in the course Faculty Center.

## Adding

You may **ADD**: content related videos, images, or other multimedia content; literature, articles, or other types of ancillary readings. You may communicate with students freely (but professionally), grade their work as you see fit, support their learning with any and all means at your disposal.

## Removing

The process of developing Master Courses ensures that each and every one of the course components are aligned with one or more course learning objectives. To maintain alignment, you are prohibited from deleting any of the original Master Course content. You may **NOT DELETE OR CHANGE**: content, activities, requirements, or assessments; exams, tests, quizzes, projects, papers, or other assessable requirements; discussion topics or specific questions. In essence, you are prohibited from altering any of the original Master Course content. To do so would violate the faith and credibility that OCC has placed on the quality of the content and its correlation to course objectives.