**Planning for Technology Enhanced and Distance Learning**

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| Purpose: Why use distance or blended learning in your program? |
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| Target Population: Describe what type of students you will recruit. |
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| Recruitment: Describe what strategies you will use to engage students in distance or blended learning. |
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| Assessment: Describe the strategies and tools you will use to determine student readiness for distance or blended learning. |
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| Pre and Post-Testing: Describe the policy and procedure for pre and post-testing distance and blended learning students, including how instructional hours will be considered. |
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| Formative Assessment: Describe what additional tools and strategies will be used to assess student needs and progress. |
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| Orientation: List the objectives for your orientation for distance and blended learning students. |
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| Instructor Qualifications: List the qualifications you want in a quality instructor. |
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| Instructor Responsibilities: List the responsibilities and estimate the time required for the instructor to meet the needs of distance and blended learning students. (Included additional communication time and reviewing progress) |
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| Reporting Requirements: Describe what the instructor will be expected to report and how those reports will be submitted. |
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| Compensation: Describe how the instructor will be compensated for time and effort. |
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| Observation and Evaluation: Describe the tools and strategies you will use to evaluate the curriculum and instruction of distance and blended learners. |
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| Professional Development: List resources and support provided to ensure the instructor is receiving adequate professional development. |
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| Additional Supports: What other supports will you need for successful distance and blended learning? How will you access these supports? |
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