FDLE

Florida Department of
Law Enforcement

eLEARNING COURSE MINIMUM STANDARDS

Incorporated by Reference in Rule 11B-35.0010(4)(b), F.A.C.

CJSTC 18

This form shall be completed for each eLearning class instructed when using Criminal Justice Standards and Training Trust Fund Officer Training Monies to deliver eLearning courses for Commission-approved Specialized Training Program courses, Specialized Instructor Courses, and courses created from Specialized Goals and Objectives. All criteria listed below shall be met and this form completed prior to course delivery.

An electronic copy of the course shall be maintained by the training school for a minimum of five years and upon request made available for review by Commission staff.

1. COURSE NAME: _____ 2. COURSE CREDIT(S): _____

3. INSTRUCTOR'S NAME: _____

4. CLASS BEGINNING DATE: _____   CLASS ENDING DATE: _____

5. OVERVIEW – ALWAYS ACCESSIBLE:

- Instructor Contact Information: Name, method(s) of contact, and availability.

- Course Policies and Procedures: Your own specific policies including methods and types of communication preferred and guidelines for online participation.

- Grading Policy: Late work or personal participation policy.

- Academic Honesty: Policies for academic honesty and student conduct.

- Outline of Class Work: Overview of weekly schedule and student assignments.

- Attendance: Policies for participation and expectations for involvement and time investment.

- Course Description: Learning outcomes, methods of instruction and course requirements.

- Student Resources: Where to obtain materials (books, study guides, handouts, etc.) needed for the class and contact information for technical assistance.

6. ONLINE CLASSROOM SET-UP:

- Computer/equipment requirements for accessing, navigating, and completing the course are stated clearly.

- All information accessible to students is updated with correct information.

- All due dates are set.

- Announcements have been updated and set to appear at relevant points throughout the class.

7. TEACHER STUDENT INTERACTIONS:

- Students are provided with written guidelines and expectations for discussion interactions.

- Teacher-student interaction (planned discussion threads; personal contacts, etc.): A minimum of 1 teacher-student interaction up to the first eight hours of instruction and 1 teacher-student interaction for every additional 8 hours of instruction thereafter.

- Turnaround time for instructor responses and grade posting are stated clearly.

8. ORGANIZATION:

- Navigational cues are provided to help students figure out where to begin and how to best move through the course content.

- Expectations are communicated in a clear and consistent manner.

- Due dates are clear.

9. IMPLEMENTATION OF ASSESSMENTS:

- Assignment due dates and submission instructions are clear and provide adequate advanced notice.

- Grading system or method for assigning points are clearly explained (i.e. the weight of each assignment, the grading scale used, etc.).

Completion of this form signifies that the requirements have been met.

10. TRAINING CENTER DIRECTOR OR DESIGNEE'S NAME: _____ (PLEASE PRINT LEGIBLY)

11. TRAINING CENTER DIRECTOR OR DESIGNEE'S SIGNATURE: _____ 12. DATE: _____