



**IHM**<sup>®</sup>  
*Institute of Health and Management*

# **E-Learning Content and Interaction Requirements for IHM Courses**

## Purpose

The purpose of this policy is to ensure that all IHM courses, programs and units of study are delivered in a manner that constitutes quality eLearning delivery.

## Responsibility

The teaching and learning committee are responsible for checking that the delivery of all courses meet this set of standards. The director of studies, course coordinators, teaching and curriculum development staff are involved in implementing eLearning, with the assistance of IT, library and eLearning specialist staff.

## Scope

This policy applies to all IHM staff involved in the implementation of courses and programs through eLearning.

## Principles

### Attendance requirements for students:

Students will not be penalised if they fail to participate in real time communication activities, so long as they are able to satisfy the requirements of assessment tasks without doing so. However, some units may include participation in certain forms of interaction, such as real time web presentations or participation in academic forums, as an assessable item. Where that is the case, the nature and extent of the participation that is required must be clearly specified in both the unit guide and assessment handouts and must be communicated to students via the eLearning platform.

### Courses expected to exceed minimum requirements:

While the minimum requirements have been specified in this document in order to ensure that no course is delivered in a way that represents poor quality of insufficient engagement, it is expected that IHM staff involved in course delivery will look beyond these requirements and continually seek new and improved ways to enhance interactivity, content delivery and indeed all aspects of eLearning.

### Minimum content requirements

Any postgraduate unit of study must include as a minimum:

- A downloadable course guide;
- Weekly topics;
- Citation information for all required reading and links to eReserves wherever they can be provided under copyright restrictions;
- Guide questions for each weekly topic;
- Some form of teacher generated content such as a recorded lecture, set of notes, video presentation etcetera;
- A timetable or calendar showing weekly schedule, dates and times of any consultations, real time activities, meetings, deadlines for assessment etcetera. This will need to be unique to each intake group for each unit;
- Details of all assessment tasks and downloadable handouts;

- At least six pieces of content in a medium other than writing. These may include videos, images, sound files, animations, interactive virtual objects etcetera.

### Minimum interactivity requirements

Each unit of study must include the following forms of interactivity:

- At least one discussion forum, accessible to all students and regularly moderated by the contract academic;
- At least one form of assessment that involves two way communication;
- At least two means by which students can interact bilaterally with their contract academic in real time (for example, instant messaging and voice over internet protocol);
- Contract academics must be available to interact with students in real time at least twice per week. The times during which they will be available with be clearly communicated to the students;
- Each unit must include 'virtual classroom' based activities in which students interact with academics and with each other in real time while sharing content. Ways in which this can be achieved include Second Life, Big Blue Button for Moodle, teleconferencing, Skype conference calls or any such means as may become available through future technological advancement.

### References:

- <http://www.ucl.ac.uk/isd/staff/e-learning/tools/moodle/policies/minimum-requirements>
- <http://teaching.unsw.edu.au/moodle-system-requirements-students><http://www.ascilite.org.au/conferences/auckland09/procs/tickle.pdf>
- [http://www.acom.edu.au/files/Higher\\_Ed/Handbooks/Higher%20Education%20Handbook.pdf](http://www.acom.edu.au/files/Higher_Ed/Handbooks/Higher%20Education%20Handbook.pdf)
- <http://moodleposium.netspot.com.au/>
- <http://ppl.app.uq.edu.au/content/6.40.01-minimum-presence-blackboard>
- Related policies/procedures: Academic honesty and integrity policy
- Copyright policy for students
- Disability policy
- Graduate Attributes
- Staff recruitment, selection and appointment policy
- Student support service policy
- Student assessment policy
- Student complaints and grievances policy
- Student misconduct policy
- Student progress policy

**Benchmarking:** Not applicable

**Supporting research and analysis:** Not applicable

**Related documents:**

**Related legislation:** Disability Discrimination Act –Education Standards 2005

**Guidelines:** Not applicable

<b>Name of Document</b>	<b>E-Learning Content and Interaction Requirements for IHM Courses</b>
<b>Policy Owner</b>	Director of Studies
<b>Contact</b>	Director of Studies
<b>Approval Committee</b>	Board of Governors
<b>Endorsement Committee</b>	Academic Board Teaching and Learning Committee Course Development and Advisory Committee ICT Strategy Committee Library Committee
<b>Policy Status</b>	New
<b>Date of Approval</b>	
<b>Responsibilities for Implementation</b>	Senior Academic Team
<b>Key Stakeholders</b>	CEO Director of Studies Chair of the Academic Board Course Coordinator Librarian and eResource Coordinator IT and LMS Manager Contract Academics
<b>Date for Next Review</b>	
<b>Policies Superseded by this Policy</b>	None

## Table of Amendments