TURABO | UNIVERSIDAD DEL TURABO
SISTEMA UNIVERSITARIO
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**GRADUATE PROGRAM IN BUSINESS ADMINISTRATION
GURABO, PUERTO RICO**

**TEACHER'S GUIDE
MBA ONLINE COURSES**

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INTRODUCTION

The Graduate Program in Business Administration from Universidad del Turabo, driven by the demand for distance education and the increasingly intensive use of communication through the Internet has developed four specialties offered online.

These programs target adult due to work schedules, to distance or family commitments that cannot attend traditional college programs. The online option allows students to continue their studies and complete the master's degree from the comfort of their home.

It is essential that faculty interested in developing and offering courses through distance education mode, online, meets a series of characteristics so they can achieve a well-structured and organized format, efficient interaction with students and greater retention, among others.

For that reason, in addition to the Institutional Administrative and Academic Policies and the Blackboard Teacher's Guide, faculty teaching online must comply with the following guide.

GUIDE

A. Before starting the course:

1. Know and use the "suite" of Office 2010 and Windows 2007 operating

environment Professional or more advanced.

2. Domain of the tools required to students as part of the course. Eg Excel

3. . Possess keyboard skills.

4. Learn and master the basic tools for Internet browsing.

5. Attend workshops on Blackboard, which provides the skills to

manipulate the distance courses.

6. Develop course syllabus according to the format approved by Academic

Board of Universidad del Turabo.

7. Organize and plan the course content:

    a. Pre-test (if applicable)
    b. Presentation of content

        i. Introduction

           1. Description
           2. Objectives

        ii. Readings
        iii. Conferences

    c. Discussions
    d. Assignments
    e. Evaluation

8. Deliver the content of your course 45 days prior to the launch of it. You will then have enough time to make corrections or amendments if considers relevant and the "Server" Manager will perform rigorous tests to prevent against problems when the course begins.

9. Deliver to the Director of the MBA Program Online a copy of the course material submitted to the instructional designer.

10. Include your profile before you start offering the course:

   a. Phone number
   b. Business hours
   c. E-mail

B. At the beginning of the course:

1. Check that all students complete the Profile section in the course.

2. Establish a work schedule that allows the student to know what is expected of him. The timing should be on the itinerary, preferably by week.

3. Keep up to day the virtual Classroom:

   i. Access the virtual classroom every day to collect materials that provide the students or clarifications.

   ii. Notify the students each time you get a job from them.

iii. Encourage group discussion at least once a week. Inform the students ahead.

4. Post exams three days prior to the date assigned for the exam. Each teacher must indicate the test time available to students.

C. After the course:

1. Provide maintenance to the course:

   i. Change of text book (if apply).

   ii. Modify the student evaluation materials:

   1. Exams
   2. Exercises
   3. Cases

   iii. Check that the links to email addresses are active.

2. Evaluate the student's performance in the course..