



# State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

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## Qualifications Set Forth in the Wisconsin Web Academy Memo of Understanding (MOU)

Name of institution offering online courses: \_\_\_\_\_

Name of online “school” (if applicable): \_\_\_\_\_

Web Address (URL): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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- Provide online education courses that fall within the 6th through 12th grades and advanced placement courses to school districts, CESAs, charter schools, or private schools located in the state.
    - Enrollment at the discretion and approval of the above mentioned entities.
    - A student may only be removed from the online course by the enrolling school.
    - Each student has an opportunity to evaluate each course in which they are enrolled and their experience with the online course provider.
  - Each online education course shall meet the following high quality standards:
    - The teacher for each online course shall hold a DPI teacher license in the subject area and grade level of the online education course.
    - All online course providers shall provide ongoing professional development for its online teachers.
    - All online education courses shall have a syllabus and be based on academic standards.
  - The teacher is responsible for all the following for each student the teacher teaches:
    - improving learning by planned instruction,
    - diagnosing learning needs,
    - prescribing content delivery through class activities,
    - assessing learning,
    - reporting outcomes to administrators, parents, and guardians,
    - evaluating the effects of instruction.
  - Student-teacher ratios in each online education course of no more than 25 to 1.

- Direct student-teacher contact will be maximized and as synchronous, frequent, and accessible as possible. (Ex. Regularly scheduled office hours by phone, instant messaging, or web conference)
- Each online education course shall include a forum for real-time feedback (i.e. web conferencing such as Elluminate or other web conferencing tools).
- Online teachers shall respond to inquiries from students or parents or guardians of students within 48 hours.
- Online teachers shall follow clear policies on assessment of student progress, methods to measure student participation, and verification of the authenticity of student work.
- Ensure that a school district, CESA, charter school or private school, prior to enrolling students in an online education courses, agree to provide:
  - A local education guide for each student. A local education guide is responsible for:
    - ensuring the student has computer access and a safe and secure environment,
    - having orientation for students to ensure necessary computer literacy,
    - making sure students complete any course tutorials provided,
    - ensuring students have the course syllabus and understand expectations,
    - helping students create a schedule for assignments, quizzes, and tests or contact the assigned teacher,
    - assessing, within a 14 day trial period, if the student should continue in the online courses,
    - monitoring student progress through weekly progress checks,
    - notifying the assigned online teacher of any problems, and
    - assisting students with assignments
- Courses are reasonably priced (contact DPI for current limits).
- Ensure the security of the Wisconsin Web Academy through designated servers and provide a secure online environment to ensure authenticity of student coursework and the confidentiality of student coursework and records.

I certify that the online courses in this program meet all of the above criteria for the Wisconsin Web Academy for the 2008-2009 school year.

\_\_\_\_\_  
*Signature of Authorizing Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*