



College of

EDUCATION

Department of Education and Human Development

Certificate of Online Teaching Handbook

2025-2026

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INTRODUCTION

The College of Education at Clemson University recognizes the prevalence and significance of online teaching and learning and now offers a four-course ***Certificate of Online Teaching***. The certificate utilizes learning sciences principles to address foundational concepts such as instructional design and development, strategies to enhance engagement and cognition, and effectively collecting and analyzing the data needed to evaluate the learning and performance of individuals, programs and organizations. The certificate is recommended for anyone interested in teaching online, including:

- **K-12 educators** who are interested in supporting student learning through digital media in traditional, blended or fully online classrooms. This certificate offers a South Carolina Teacher Incentive, reducing tuition by 10% for all S.C. K-12 teachers/leaders.

Note: South Carolina teachers who successfully complete the certificate will be able to apply for a [South Carolina Online Teaching Endorsement](#) and employ the 12 credit hours in this certificate program towards the state's outlined teacher pay increase associated with the 18+ graduate credit hours beyond a bachelor's degree.

- **Faculty and graduate students** who are currently or plan to teach at the university level.
- **Professionals** leading, developing, and engaging in training and learning functions within organizations.

Upon successful completion of the program, all students will receive a certificate from the program, and this will be noted on their university transcript.

PROGRAM GOALS

Effective online education requires educators and industry leaders to have a deep understanding of the design, implementation and evaluation processes of courses that are taught entirely or partially through digital means. This certificate program was designed to meet the following outcomes:

1. Create effective online instruction with an emphasis on best practices, student engagement, instructor presence, and course facilitation.
2. Develop skills in emerging tools and methods for online teaching and learning.
3. Use evidence-based models for online course management, learning interaction and engagement, and learning theory applied to online courses.
4. Create assessment strategies aligned with measurable learning outcomes.

PROGRAM REQUIREMENTS

All courses (3 credit hours) are taught asynchronously online and are approximately 8-week courses. **EDF 8200** is the prerequisite for all other courses and must be taken first, and the remaining courses can be taken in any order. The four-course certificate begins in the second summer session. For more information on academic terms, please visit the [University Academic Calendar](#).

The course descriptions and scheduled offerings are below.

EDF 8200 Effective Online Teaching (Second Summer Session)

Creation and delivery of effective online courses, with an emphasis on student engagement, instructor presence, course facilitation, best practices, and emerging tools and methods used in online teaching and learning.

EDF 8210 Online Course Management (First Fall Session)

Examines online course management, models of learner interaction and engagement, and learning theory. Additionally, students will explore the practical applications of various learning management systems while focusing on how learning theory can be applied to the design and management of an online course.

EDF 8220 Web Tools to Enhance Online Engagement (Second Fall Session)

Examines the manner in which instructors should evaluate and select digital tools to promote learning and protect learner data. Students will explore a variety of technologies, such as digital storytelling, game-based learning, data visualization tools, apps and mobile devices.

EDF 8230 Instructional Design and Assessment (Second Spring Session)

Focuses on principles and best practices in instructional design within online learning environments. Emphasis will be placed on creating assessments that are aligned with measurable learning outcomes. The development of universally designed, accessible instructional content and learning activities will be explored.

ADMISSION REQUIREMENTS

The Online Teaching Certificate currently admits only for the First Fall term. The annual application deadline is **April 15** or until the program is at capacity.

Admission requirements include the following:

- A complete certificate-seeking [graduate student application](#)
- Unofficial transcripts
- Current resume/vita
- A brief personal statement about why you are interested in this certificate

DEGREE REQUIREMENTS

Upon successful completion of the program, all students will receive a certificate from the program, and this will be noted on their university transcript. Successful completion of this program is defined by passing EdF 8200, EdF 8210, EdF 8220, and EdF 8230 with at least a C.

STATEMENT ON ARTIFICIAL INTELLIGENCE:

The ability to leverage generative AI tools responsibly is an important and emerging form of digital literacy. Therefore, you are allowed to utilize generative AI tools (e.g., ChatGPT, Claude) to support your learning in this program.

However, please be aware that large language models have been trained using biased data and may provide biased and/or inaccurate results. You are responsible for ensuring that your work does not replicate any of the biases or factual errors of any resources you draw on, including information provided by generative AI tools.

You must properly attribute any AI-produced contributions to your coursework both in the body of your work via in-text citations and in your bibliography. In addition, you must append a full-text transcript of the AI tool's contributions to your work along with your prompts.

FINANCIAL INFORMATION

Tuition and Fees

The Certificate of Online Teaching is offered at our most economical tuition rate (tier 5 online): approximately \$515 per credit/\$636 per credit hour with fees.

South Carolina Teacher Incentive

The Certificate of Online Teaching offers a South Carolina Teacher Incentive, reducing tuition by 10% for all S.C. K-12 teachers/leaders.

Financial Aid

For information regarding financial aid, please contact the [Office of Student Financial Aid](#).

PROGRAM CONTACTS

Please contact any of the following people for more information.

Graduate Student Services Coordinator

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