

Appendix

Framework for Writing the Case Studies

Case studies are effective instructional tools. These are useful sources of authentic learning that help to analyze situations and enable understanding of issues in context to apply the new learning in other similar situations/context. Thus, case studies present realistic situations with a balance of theory and practice. In our case, writing a case study is to faithfully record and reflect on what, when, why, and how you have planned, designed, and implemented e-learning. We expect you to follow a narrative style of story telling that gives details about actions that had influence in your e-learning practice. However, in order to have uniformity in presentation of the case studies and facilitate comparison, we suggest you to follow the format given next to present your case study in about 3,500-4,000 words.

Title of the study: This could be the name of the online program, or you can give a suitable one that reflects the central idea or focus of the case.

Introduction: Cover institutional and national context of the program; brief descriptions about the organization offering the program, its mandate, and how e-learning initiative has emerged (e.g., policy developments).

E-learning program: Give an overview of the program vis-à-vis other such program in the organization; describe objectives, entry requirements, and so forth of the program.

Academic issues: Discuss the pedagogic models (completely online/partly online (blended)/ as support to face-to-face classroom); the philosophical foundations (behaviorist/cognitivist/constructivist); approaches to program/course development; teaching-learning processes; support services to learners; use of virtual learning environment (open source/commercial) and their features; and assessment and evaluation practices.

Administrative issues: Discuss issues related to the technical infrastructure needed/used by the program, both from your end and that of the learners' end; technical, professional, and academic human resource requirements to run the program; budgetary provisions and cost-effectiveness issues (from where the money comes and where it goes?); who owns the copyright of the courses and how Intellectual Property Rights issues are resolved; quality assurance and standards (including learning objects, meta-data, learning design, etc.); accreditation of the program; staff development needs and acceptance of the program by the faculty and other colleagues.

Program evaluation: Program evaluation mechanism, opinions of stakeholders; analysis of the use of virtual learning environment, if any.

Networking and collaboration: Nature of networking and collaborative arrangements, if any to run the program.

Policy implications: Discuss policy issues that should be addressed vis-à-vis this program and your organization; influence of this program on policy development in your organization.

Sustainability and Conclusions: Sustainability of the program in terms of costs and enrollment; how to improve sustainability; future plans, if any.

Lessons learned: Based on the good and bad experiences, list at least 10 lessons *in order of priority* and explain.

Best practices: Identify *three* actions/practices (*in order of priority*) in the program that you think are best that should be emulated by others.

References: List the bibliography in APA Style, 5th edition in alphabetical order, and provide in-text references.

General Notes

1. Make the title of the Case brief; include an abstract of about 100-150 words, and give three to five keywords for the case study.
2. Preferably use headings as given previously in the framework. Only two levels of headings are allowed. Main heading should be in font size 14, subheadings in font size 12 in italics.
3. The main text should be produced in Times New Roman font size 11 and in double line spacing.
4. Tables should be included in the text at the appropriate place and centered. Caption should be between 8-10 words.
5. Give diagrams, screen shots, and illustrations wherever needed, and they should be included in the text at the appropriate place and centered. Caption below should be between 8-10 words. All figures should be presented as separate items and produced in GIF or JPEG formats.
6. Give an accurate and updated list of references. Only in-text references should be listed.
7. Please use only endnotes, if needed. They will be placed before the references at the end of each case. Footnotes at the bottom of a page will not be allowed.
8. Give one paragraph biographical sketch of about 100 words for each author at the end of the case.
9. It is the author's responsibility to obtain written permission to include any copyrighted materials in the case study. The publisher of the book requires a copy of the written permission submitted with the final version of the chapter.
10. Write the case study based on your experience and published/unpublished research/evaluation reports of the program.
11. Use your thinking, judgment, and evaluation to critically present the case in a way that can be useful reading to students of e-learning, by the teachers, administrators, or decision-makers.
12. Make sure complete editing of the case study is conducted to ensure proper English language usage, grammatical structure, spelling, and punctuation. Attention to these details will contribute to clear, concise communication of your ideas.