Spring 2011: Call for Participants
Professional Development: Web Course Workshop
Facilitator: Tammy Powell, Director of Distance Education, CHSS

The College of Humanities and Social Sciences is now accepting applications for a spring semester course for faculty entitled “Web Course Workshop.” This course is open to full time and part time CHSS faculty. It is also open to faculty from other colleges if seats are available. At the conclusion of the course, if participants have met the criteria for successful completion, faculty will receive Quality Matters certification for online teaching.

Faculty members from colleges other than CHSS are encouraged to meet with their Department Chairs prior to enrolling. This course requires that participant develop a new (i.e. a course that has not been taught online or hybrid by them before) online or hybrid course for delivery.

Faculty member from the CHSS receive an incentive for course participation and the completion of a QM certified online course or Hybrid course. Please check with your college’s distance learning coordinator for information on support or incentive options for developing a new online course. Programs vary by college.

This course will cover online learning theory, andragogy, best practices in course development, GAView/Vista and other instructional technologies, QM certification, effective online course design, technology to make life easier, cheating prevention, and many other topics. The course itself covers 24 clock hours over 13 weeks, and four asynchronous class meetings are online. There is one optional session April 13-15. A mandatory presentation session is scheduled the week of April 27-29, 2011. Participants have a choice of class times: 9-11AM on Friday, 2-4PM on Friday, or 10am-12pm on Tuesday. A tentative course schedule is attached for all three time periods.

To receive the QM certification, participants must attend 11 of the 12 mandatory sessions, present half of a newly developed web course or a full hybrid course at the end of this course, present a course that meets Quality Matters standards, agree to answer various questions throughout the course regarding technology adoption and faculty use, and participate in class activities such as discussion boards and wikis. Faculty in CHSS are required to deliver this newly developed course at KSU either in fall 2011, spring 2012, summer 2012, or fall 2012 (to be negotiated with your department chair). Faculty from departments other than those in CHSS are suggested to develop their course delivery plans with their respective department chairs.

If you have any questions, please contact Tammy Powell at tpowel25@kennesaw.edu or 678-797-2911. To apply to participate in this course, please fill out the attached sheet and return it to: tpowel25@kennesaw.edu
Application for Participation in
CHSS 2011 Spring Semester Professional Development:
“Web Course Workshop”
Application Deadline: November 19, 2010

1. General Information

Name: ________________________________________

Department: ____________________________________

☐ Full-time ☐ Part-time

Rank: ☐ Professor ☐ Associate Prof. ☐ Assistant Prof. ☐ Senior Lecturer
☐ Lecturer ☐ Instructor ☐ Temporary Full-time ☐ Part Time

Years at KSU: ___________

2. Do you have a KSU owned laptop? ☐ YES ☐ NO
   If yes, is your KSU owned laptop more than three years old? ☐ YES ☐ NO
   If your laptop is more than three years old, are you able to obtain a replacement? Or temporary use of a newer laptop?
   ☐ YES ☐ NO

3. Please attach a one-paragraph statement of purpose regarding what you will do with your training in this course. Include why you want to take the course, how the professional development course will benefit you and your college, what course you will develop, and when the course will be offered (as agreed with your Department Chair).

4. Does your department chair support your participation in this course and your development of your planned hybrid or online course?
   ☐ YES ☐ NO

5. Is this course being developed as a shared course (MOC), available to be taught by other faculty members in your department?
   ☐ YES ☐ NO

_________________ _______________________________________________________
Date Signature of Department Chair

6. Course information:
a. Course Name: _______________________________________________

b. Course Number (including prefix): _______________________________

c. The planned course is ☐ Online or ☐ Hybrid (50% minimum online)

d. The course will be delivered at KSU ☐ fall 2011 (Hybrid only) ☐ spring 2012 (July QM)
submission requirement)  ☐ summer 2012  ☐ fall 2012

e. I certify that this course is a course newly developed by me, that is, I have never taught this course either online or hybrid before.

___________________________________________
Your Signature

7. I understand the conditions for receiving the QM certification, professional development stipend (if eligible), and laptop (if eligible) are (check to indicate agreement):
☐ Attendance at 11 of the 12 professional development sessions.
☐ Arriving at the face to face workshop sessions on time and staying until the end of the session
☐ Delivery of a finished product (half of an online course or an entire hybrid course) that meets QM guidelines in the presentation session at the end of the course. I will show my finished product to my colleagues in the course.
☐ Answering of questions at various points throughout the course.
☐ Participation in workshop sessions, wikis, discussion boards, blogs, quizzes, and other interactive aspects of the course.
☐ Paying attention in workshop sessions (that is, I understand that workshop sessions are not the time for me to update my Facebook page, grade my papers, catch up on my email, etc., and that if I would like to attend to personal matters rather than pay attention and participate in workshops, I forfeit my QM certification, stipend, and, if applicable, laptop)
☐ Delivery of my course at KSU either in fall 2011, spring 2012, summer 2012, or fall 2012.
☐ I also understand that if I am switching platforms (that is, PC to Mac, or Mac to PC), I am required to be well versed with the new platform prior to attending the workshop.

______________________________________________________  ______________________________________
Sign here to indicate that you understand the conditions of the course, and that you wish to apply to participate in the course.

______________________________________________________  ________________________________________
Your Email Address

______________________________
Date

Please indicate which session you are applying for. Put a number 1 by your first choice and a number 2 by your second choice.

_____ Fridays, 9am-11am
_____ Fridays, 2pm-4pm
_____ Tuesdays, 10am-12pm