

DRAFT II

11/25/08

REQUIREMENTS FOR FIRST TIME ONLINE INSTRUCTORS

1. Completion of Application to teach online. Submit to Dean for review. Forward to Learning Resources Director.
2. Completion of staff development “How to Teach Online” or provide evidence of completion of equivalent course within five (5) years or previous online experience.
3. Completion of Etudes training or provide evidence of training for the delivery system selected.
4. Develop course materials to meet the minimum requirements (see... Minimum Requirements for Course Shell document)
5. Review of course shells by DEAC two months before the start of the semester instructor is scheduled to teach.
6. Survey students ninth week of the semester and review results with Dean and/or mentor.
 - First time online instructors will be limited to one online course per semester for the first semester.
 - First time online instructors will be assigned a designated online course mentor.
 - To insure the best online instruction possible, instructors who wish to teach online courses for ECC must be knowledgeable and proficient in certain basic computer skills including the ability to use:
 - The Internet, campus standard email applications, submit grades online, the college email system, a CMS