NMU Online Teaching Fellows
Process and Criteria for Waiving Program 1

In most cases, faculty become eligible for Online Teaching Fellows Program 2 by successfully completing Online Teaching Fellows Program 1. We encourage even those instructors with online teaching experience to begin with Program 1, as there are always new and different things to learn and it is valuable to have different perspectives. However, in some cases, faculty with significant past professional development and experience in online teaching may wish to bypass Program 1 and enter directly into Program 2.

The Center for Teaching and Learning (CTL) and Extended Learning and Community Engagement (ELCE) may approve direct entry into Program 2 if the applicant can demonstrate that he or she has met the learning objectives, and produced the deliverables, required of Program 1 participants. Past work may be used to demonstrate meeting many of these criteria. Meeting other criteria, in most cases, will require completion of small projects equivalent to those completed by Program 1 participants.

No stipend will be awarded for work completed outside of the formal Online Teaching Fellows programs.

Applicants must meet all of the criteria listed below to waive Program 1. CTL staff will review waiver applications and, determine, in consultation with ELCE staff, whether a waiver will be granted.

Application Process

Faculty who are interested in waiving Program 1 should contact the CTL to discuss the waiver criteria and make arrangements for a review of materials. Allow at least three weeks between initial contact and the beginning of a program offering to complete the review.

Waiver Criteria

1. The applicant must have completed the Applying the Quality Matters Rubric (APPQMR) course. (S)he could have completed it online, or in a standalone face-to-face session offered by the CTL. (S)he must also be "current" with any QM update training made available since completing the APPQMR.

2. The applicant must provide a partial course design outline document, including:
   o All course level learning objectives
   o Identification of all content modules
   o Complete design for one content module, including learning objectives and aligned activities and assessments.

   It is not sufficient to have the above elements in an online course shell. Because the Fellows program stresses instructional design, and Program 2 will utilize a design document template, applicants must have produced a design outline, even if they do it retroactively. The CTL's template is preferred, but it is fine if applicants have used a different format that clearly incorporates the same elements.

3. The applicant must provide at least one full content module in NMU EduCat™, as executed from the design document. In writing, or in a meeting with a CTL staff member, the applicant must:

- o Provide an overview of his/her fully-developed module, highlighting learning objectives and aligned activities.
- o Outline how the course will reflect his/her online teaching philosophy.
- o Highlight example(s) of how the module meets at least one Quality Matters specific review standard.
- o Summarize how you will proceed with development of your full online course.

4. The applicant must demonstrate use of EduCat course tools. This may be in a course that the applicant has taught previously (not necessarily a fully online course), through the "Teaching Online @ NMU" 4 week course practice shell, or through a course shell created specifically to demonstrate meeting this requirement. Specifically, the applicant must demonstrate:
   - o Link on course home page
   - o HTML page created
   - o Embedded video
   - o Uploaded file to course home page
   - o Configured Instructor Contact Information block
   - o Instructor Biography template updated with personal information
   - o One indented resource
   - o Forum created, including all of the necessary instructions a student would need to post successfully (topic to be discussed or question to be answered, due date for initial post, due date for replies, additional requirements for length, quality, content, citations as desired)
   - o Assignment created, including all of the necessary instructions a student would need to submit successfully (text or file type, topic, length, start date/due date, etc.)
   - o Quiz created with at least four different question types

Conditional approval of the application may be granted if the above criteria are met. In those cases, the final three criteria must be met prior to the start of Program 2.

5. The applicant must provide a written Online Teaching Philosophy based on research within his or her discipline. Elements to consider include:
   - o Why do you teach online?

   - o How do you teach online?

   - o How do you measure your effectiveness?

   - o What are your objectives as an online instructor?

   - o How are you meeting student needs?

   - o What are some specific strategies and techniques that you have used in the past and would continue using? What new strategies do you need to employ (and possibly learn)?

6. The applicant must provide a formative evaluation plan for their online teaching. The plan should reflect practices such as those outlined in Chapter 4 of *Evaluating Online Teaching* (Tobin, Mandernach, and Taylor) or another academic source. *Evaluating Online Teaching* is available in the Olson Library. If the library copy is unavailable, applicants may contact the CTL for access to another copy.

7. The applicant must provide a written reflection on use of student ratings to assess and improve online teaching. The reflection should cite Chapter 5 of *Evaluating Online Teaching* or another academic source.