

TO: Faculty  
FROM: Lynn Zayac, Director Center for Instructional Technology  
DATE: 9/19/19  
RE: 2019-20 Web Camp-Training to teach online or hybrid courses at WSU

Academic Affairs and the College of Graduate and Continuing Education are pleased to announce the dates for 2019-20 **Web Camp (training to prepare faculty to teach online or hybrid courses)** offered by the Center for Instructional Technology. Web Camp will take place in a face-to-face format on the following dates and times:

**Fall 2019**  
**Tuesdays: October 22, 29**  
**November 5, 12, 19, and 26**

**from 3:30-6:30pm**  
*Application Deadline: October 15<sup>th</sup> by noon*

**SPRING 2020**  
**Mondays: February 24**  
**March 2, 16, 23, 30 and April 6**  
**from 3:30-6:30 pm**

*Application Deadline: February 17<sup>th</sup> by noon*

**SUMMER 2020**  
**June 8, 10, 12, 15, and 17**  
**from 9-1 pm**

*Application Deadline: June 1<sup>st</sup>, by noon*

We would like to invite full and part-time faculty to apply to participate in this training to prepare to teach one of their classes as an online or hybrid course.

### **Application Processes:**

*Please read the CGCE and Day application processes carefully as they are different for each division. Notification of successful applications will be made by Monday noon following the deadline.*

### **CGCE Application Process:**

An application, containing the information below, must be submitted to:

Lynn Zayac, Director of CIT, [lzayac@westfield.ma.edu](mailto:lzayac@westfield.ma.edu).

Successful CGCE applicants/instructors will be eligible for a \$750 stipend upon completion of the course.

- A letter (email) of intent, identifying the anticipated course to be taught online and the semester you expect to teach it. Please also note which Web Camp series you wish to take (Fall, Spring or Summer).
- A letter of support from your CGCE department chair (email support accepted).
- A letter of support from the Day division department chair (if different).

Successful applicants will be selected from those who meet the following criteria:

- It is the first time the applicant is teaching online at Westfield State University.
- The instructor commits to teach through CGCE within two semesters of Web Camp participation.
- For courses that meet a current unmet need, with the approval of the Dean of CGCE.

### **Day Division Application Process:**

An application, containing the information below, must be submitted to:

Lynn Zayac, Director CIT [lzayac@westfield.ma.edu](mailto:lzayac@westfield.ma.edu) and your department chair:

*Special Note: Stipends are not available to full-time Day division faculty during the contract year (September 1 – May 31). A stipend of \$750 is available outside the contract year.*

- A letter (email) of intent identifying the anticipated course to be taught online and the semester you expect to teach it. Please also note which Web Camp series you wish to take (Fall, Spring, or Summer).
- A letter of support from your department chair (email support accepted).

Successful applicants will be selected from those who meet the following criteria:

- For courses that meet a current unmet need, with the approval of the Dean of the Faculty.
- It is the first time the applicant is teaching online at Westfield State University.
- The instructor commits to teach online within two semesters of Web Camp participation.

### **What is Web Camp? A Certificate Program- Transitioning and Teaching Your Course Online**

Web Camp is a step-by-step program that teaches faculty how to move their face-to-face course online.

It covers topics including:

- Online pedagogy;
- Best practices from Westfield faculty who are teaching online;
- The design of your course following the WSU Best Practices Course Template and ADA Compliance;
- General use of the course management system;
- An understanding of creating and using assessments online;
- The tools and tricks (not limited to Screen Cast O'Matic, Audacity, Voice Threads, Hoonuit, and Collaborate Ultra);
- CIT Course Guidelines and Quality Matters Course Rubrics.

During Web Camp, faculty will attend face-to-face classes, participants are also required to meet with Lynn Zayac or her designee to discuss and present their instructional design and course plans.

Additionally, faculty will complete the following virtual trainings:

- Participate and share in virtual discussion forums during Web Camp Week.
- Participate in at least one private session discussing your syllabus and course specific needs with Lynn.
- Participate in at least one Blackboard Collaborate Live Virtual Classroom training with Lisa Clark.

Please contact Lynn Zayac, Director, CIT ([lzayac@westfield.ma.edu](mailto:lzayac@westfield.ma.edu) or x8142) if you have questions about the Web Camp.

