

FROM Lynn Zayac, Director Center for Instructional Technology
DATE: 4/6/2017
RE: 2017 Web Camp-Training to teach online or hybrid courses at WSU

Academic Affairs and Graduate and Continuing Education are pleased to announce the dates for 2017 **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:

SUMMER 2017
June 1, 2, 8, 9, and 12th from 9 am-1 pm
Application Deadline: May 15th, 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 and Notification Process:

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

DGCE Application and Notification Process:

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

Lynn Zayac, Director of CIT, lzayac@westfield.ma.edu

Successful DGCE applicants/instructors will be eligible for a \$750 stipend after completing all Web Camp course requirements *AND after successfully teaching an online or hybrid course for one semester for DGCE*. Notification of successful applications will be made the latest by Monday noon following the deadline.

- A letter (email) of intent, identifying the anticipated course to be taught online and the semester you expect to teach it
- A letter of support from your DGCE 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 DGCE within two semesters of Web Camp participation.
- For courses that meet a current unmet need, with the approval of the Dean of DGCE.

Day Division Application and Notification Process:

An application, containing the information below, must be submitted to:
Lynn Zayac, Director CIT 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. Successful Day Division applicants/instructors will be eligible for a \$750 stipend upon completion of the course requirements. Notification of successful applications will be made the latest by Monday noon following the deadline.

- A letter (email) of intent identifying the anticipated course to be taught online and the semester you expect to teach it.
- 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 or to the hybrid format. 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 requirements;
- General use of the course management system;
- An understanding of creating and using assessments online;
- The tools and tricks (not limited to Screencast-O-Matic, Audacity, Voice Threads, NBC Learn, and Collaborate).
- 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 or x8142) if you have questions about the Web Camp.