

Participation Agreement for Advanced Online Course Design and Development Course

This Participation Agreement outlines instructor and departmental prerequisites and commitments for participation in *Advanced Online Course Design and Development*, a semester-long, hybrid, non-credit faculty development course (referred to below as the Advanced course). This course satisfies the university's requirement that instructors who teach online complete a professional development program.

To complete this Participation Agreement, please read carefully and sign below. Then obtain the signature of your department chair and scan and **email your signed participation agreement** and/or any questions you may have to Tammi Butcher at t_b246@txstate.edu, (512) 245-5204 **and/or** Michelle Read at michelle.read@txstate.edu, (512) 245-7372/(512) 716-2967.

Stipend & Recognition

Upon satisfactory completion of the Advanced course, instructors receive:

- A \$500 stipend funded by the Office of the AVPAA and
- An Advanced course completion certificate.

Support for Course Development

The AVPAA office has several options for providing support to faculty and departments for course development, including possible funding for a course release concurrent with participation in the Advanced course. The AVPAA office will work directly with the department to determine the best course of action for providing this support.

ODEL staff will provide instructional design consultation and training to assist in course development during the Advanced course. (The final course, as it is approved by the department chair or school director, is the responsibility of the faculty member. ODEL does not inspect or review online courses for the purpose of ascertaining validity, quality, currency, or academic rigor of content, as such responsibilities lie with the academic departments.)

Course Prerequisites

Instructors accepted into the Advanced course must have:

- Successfully completed the online Basic TRACS training or equivalent.
- Signed and obtained the signature of their department/program head on this agreement and returned the signed agreement to ODEL as instructed above and in a timely manner.
- Previously taught the course targeted for online delivery (in any format).

Instructor Commitments

As the instructor assigned to teach the course entitled _____ (insert course number and title), an online version of which is tentatively scheduled to be taught _____ (insert semester and year if known), I agree that I will:

- Participate in the Advanced course throughout its duration.
- Participate on the published dates for course meetings and other events (both online and F2F).
- Meet with ODEL staff on a regular basis (once or twice a week as needed) during the course.
- Complete design documents in preparation for building the course in TRACS.
- Complete all instructional materials required for the course.
- Develop a course syllabus.
- Build the course in TRACS.

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- Collaborate with peers and exchange ideas and feedback on online course design, development, and implementation and related topics during online and face-to-face discussions.
- Evaluate their own and at least one other instructor's course using a rubric based on the Texas State Best Practices Checklist and make agreed-upon revisions according to instructional design and peer feedback.
- Complete surveys designed to evaluate the effectiveness of the Advanced course.

Supporting Signatures for Participation Agreement

Your signatures below indicate an understanding of and agreement with the prerequisites and commitments described in this agreement.

Faculty Member Submitting Agreement

Print Name: _____

Signature: _____

Department: _____

Date: _____

Department/Program Head Supporting Agreement

Print Name: _____

Signature: _____

Department: _____

Date: _____

Email signed participation agreements and/or any questions you may have about the Advanced course to Tammi Butcher at t_b246@txstate.edu, (512) 245-5204 **and/or** Michelle Read at michelle.read@txstate.edu, (512) 245-7372/(512) 716-2967.