

UNO English Dual Enrollment ONLINE COURSE DEVELOPMENT APPLICATION 2019-2020

The UNO Department of English's Dual Enrollment program is currently developing an online certificate program that both practicing and prospective Dual Enrollment teachers can pursue in order to be fully accredited by the Higher Learning Commission to teach Dual Enrollment courses in English. In order to increase the number and variety of our department's online graduate course offerings, we are offering grants to develop such courses. If you have previously taught a graduate course (either a 4000/8000-level course or seminar) online and are willing to both update it and, if necessary, submit a master syllabus proposal to get it approved as its own course in the UNO Catalog, you are eligible for receiving a grant of \$2,000. If you are willing to develop any graduate-level course—whether previously offered offline or newly-created—as an online course and, if necessary, submit a master syllabus proposal, you are eligible to earn a grant of \$3,000.

Application Process

1. Complete the following grant application. Please make sure your Draft Syllabus is substantial enough to give a clear indication of the course's scope and requirements.
2. Submit the application to the Department of English's Dual Enrollment Coordinator, Chuck Johanningsmeier (jmeier@unomaha.edu).
3. If your application is approved by the department's Dual Enrollment Coordinator, he will notify the Department Chair (Tracy Bridgeford). She will then make the final decision regarding approval to move forward in developing the course.
4. When you have completed your Master Syllabus and CourseLeaf application for approval, please submit it to Chuck Johanningsmeier and the Graduate Program Committee Chair, Ramón Guerra (rguerra@unomaha.edu) for review.
5. Once these materials have been approved by Chuck Johanningsmeier and Ramón Guerra, they should be submitted to the Department of English's Graduate Program Committee for approval.
6. Once approval is obtained from the GPC, the proposal will be submitted to the College's Educational Policy Committee and the Dean. From there, an approved course proposal is submitted to the UNO Graduate Council, UNO's Educational Policy Advisory Committee (EPAC), and the Senior Vice-Chancellor for Academic and Student Affairs. If any of these individuals or committees recommend any emendations, you are responsible for making them.
7. Once the course has been approved for inclusion in the UNO Course Catalog, the appropriate grant funds will be released to you.

A. Applicant Information

Name:

Phone:

E-mail:

B. Course Information

Proposed course title:

Existing or proposed course number:

Has this course ever been offered before? When?

If the course has been taught before, was it offered online?

Projected date of submission of Course Approval Request:

Semester in which you would be available to teach the course for the first time:

Draft Course Syllabus (please attach):

C. Rationale

Briefly (in under 400 words) explain how you believe taking this course will improve the ability of any Dual Enrollment instructor to teach a high school Advanced Placement course in English.

For information about these courses, please see:

<https://apcentral.collegeboard.org/courses/ap-english-literature-and-composition?course=ap-english-literature-and-composition>

<https://apcentral.collegeboard.org/courses/ap-english-language-and-composition?course=ap-english-language-and-composition>

