

UNO English Dual Enrollment ONLINE COURSE DEVELOPMENT APPLICATION 2020-21

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 of either \$1,500 or \$3,000, depending on the work involved.

If you have previously taught a graduate course (either a 4000/8000-level course or seminar) online as a special topics course and are willing to create and submit a master syllabus for a CIM proposal, one that has been modified to address the needs of high school English teachers, you are eligible for a grant of \$1,500, to be paid upon its acceptance by the Department of English's Graduate Program Committee.

If you create a completely new 4000/8000-level course or graduate seminar for online delivery, you are eligible for a grant of \$3,000 upon its approval by the Department of English's Graduate Program Committee. It is assumed, of course, that you will then continue to work with any further committees involved in its approval, up to its inclusion in the UNO Course Catalog.

Application Process

1. Complete the following grant application.
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 whether you may move forward in developing your course as part of this certificate program.
4. At this stage, you can start work on your course. If the course is one you have previously taught online as a special topics graduate course (either a 4000/8000-level course or seminar), your chief task is to create a master syllabus for the course in CIM-Course; this syllabus should reflect the fact that the course needs to address the needs of high school English teachers.
5. If the graduate course – whether a 4000/8000-level one or a seminar – has never been taught online before or is an entirely new course, you will need to do much more in addition to developing a Master Syllabus and CIM-Course application. Once you have obtained approval from the Dual Enrollment Coordinator and Department Chair, ideally the first thing you should do is meet with a UNO online course designer to help you create the online version of the course.
6. When you have completed your Master Syllabus and CIM-Course application (and, if applicable, your online course), submit these materials to Chuck Johanningsmeier, the Graduate Program Committee Chair (Ramón Guerra), and the Department Chair (Tracy Bridgeford), for review.

7. Once these materials have been approved by all three of these people, they will be submitted to the Department of English's Graduate Program Committee for approval. After you obtain this committee's approval of the course, the appropriate grant funds will be released to you.

8. After the departmental GPC has approved the course, 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. As the course is considered by these various individuals and committees, should they recommend any emendations, you are responsible for making them.

A. Applicant Information

Name:

Phone:

E-mail:

B. Course Information

Proposed Course Title:

Proposed Course Number:

Projected Date of Completion of Course Approval:

Semester in which the course is projected to first be offered:

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 English courses at the high school level.