

Teaching Online at PVCC

So you want to teach a class and/or develop and teach a class at PVCC? Here are some things you must do:

1. GET THE TRAINING! Carolyn Miller in the Center for Teaching and Learning in Q building handles that. We will not go further with your application if you do not complete the training first. Carolyn must sign off that you completed the training on the application to develop an online course. Go here to find out more:
<http://www.pvc.maricopa.edu/ctl>
2. Web enhance your face2face course. You don't need permission to use the Canvas site to web enhance your course. Doing this gives you credibility once you apply to teach and/or develop and teach a course online. The "Choices" committee likes to see this!
3. You've done all that. Now what? Go to your division chair and ask if there are any online courses available to teach. Ask the chair if he/she would be interested in you developing a course. You must get the division chair backing and signature on the application.
4. Wait for my call to develop an online course. I send out requests in October and March. Typically, development is done in the summer and deployment either in the fall or spring. If you want development money in the summer, you must also sign the online application that allows us to archive the course for any future use. Development money is never a sure thing, by the way. Sometimes there is no money in the pot. By the way, read your email AND the PVCC Growl. I send out repeated requests for online applications and still get people who did not see the requests.
5. Make TEN HARD COPIES of the application and submit to me in J122 by the due date. For example, Fall 2014 due date was 11/24 and Spring 2015 due date was 3/23.

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J-122

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