

HCC Online Application to Teach Online (credit) Courses

Training Requirements:

If this is to be the first time you have ever taught any totally online course at HCC you MUST have completed the 5 classes listed below. All are offered online.

1. Eagle Online for Canvas (TL1610 or 1611)
2. *Copyright Literacy in the Academic Environment (TL1700)
3. Learner-Centered Instructional Design Orientation to HCC Online (TL1000)
4. Orientation to HCC Online (TL1900)
5. One elective (Discovering Library Services-TL1800, Writing Learning Outcomes-TL1011, or Improving Student Learning through Active Engagement-TL2075)

*If you took one of the earlier classes on library literacy or copyright (ET1130, ET1135 or ET1140), you have satisfied the TL1700 requirement.

Registration:

To register for these online classes, please go to the Virtual Faculty Lounge at: <http://ctle.hccs.edu/FacultyPortal/index.htm> From there click on the "Eagle Online Training Resources" then select the Training Schedule & Registration (to see the schedule) and on this page is the link for [registering for courses](#). Select the "Student Engagement Seminars" on the Registration page.

To verify your enrollment and see a record of the classes you have taken, go to <http://ctle3.hccs.edu/tlpreg> and click on the bottom link, "View/Cancel Enrollment".

You will be expected to attach a printout of your training records to this application form to show that you have credit for these classes.

Application Deadlines

For fall semester June 1 (second start: July1)
For spring semester: October 15 (second start: November 15)
For summer one: April 1
For summer two: May 1

HCC Online Department Requirements:

This application form must be submitted with all signatures and documentation before the deadline. You must use the Eagle Online (Canvas) Learning Management System. If you are a first-time online professor, you will be approved to teach only one course, and it cannot be for the mini-term or for a 5-week session. The online course you plan to teach must be completed at least two weeks before the semester.

Teaching a complete course via the Internet is, in many ways, different from teaching the same course on campus. Since teaching totally online will be a new delivery system for you, it is recommended that you take advantage of the assistance available through the Curriculum Innovation Center at your College. The link to a listing of Curriculum Innovation Centers is found at: <http://online/teaching-online> website > Select the Teaching Online button on the left.

Additionally, to help you develop and evaluate your course, please refer to the "HCC Online Course Evaluation Rubric", which is found <http://www.hccs.edu/online/teaching-online/> (look under the Faculty Handbook/Syllabus/EA/Rubrics).

HCC Online Application to Teach Online (credit) Courses - Continued

Your Information:

Name: _____ Employee ID (Required): _____

Center of Excellence: _____ Program: _____

Your Chair's Name: _____ Mail Code: _____

Applicant's Work Phone: _____ Cell Phone (or other): _____

HCC Email: _____

Full-time Professor: _____ or Adjunct Professor: _____

Course Information (course you plan to teach):

Title of Course: _____

Prefix/number of course (e.g., ENGL 1301): _____

Semester: _____ Year: _____

Session Course will be taught (16 wk, 8 wk, 4 wk, etc): _____

Applicant's Signature:

I have read this application form, attached the documentation of qualifications, and agreed to all the conditions stated in this form.

Print Name: _____

Signature: _____ Date _____

Chair Approval:

Print Name: _____

Signature: _____ Date: _____

Return this form to the HCC Online Department via one of these 3 ways:

1. Scan and email this document to: shirley.smith@hccs.edu or eva.gonzalez@hccs.edu
2. Print out and FAX to 713-718-5388, Attention Shirley Smith or Eva Gonzalez
3. Send the signed document through the campus mail: MC 1740: Attention Shirley Smith