**eCertification for Designers Program Proposal**

The eCertification for Designers Program prepares faculty members to design and facilitate eLearning courses. It is a 12-week program delivered fully online with optional labs and consultations. The program is self-paced with milestones that lead faculty members through the course design process. Faculty members will fully develop an eLearning course during the program, which will require approximately ten hours of work per week. The resulting course will be reviewed, and the faculty member will revise the course accordingly to obtain final approval. This program leads to eCertification for Designers.

Though any instructional staff can participate in the program, full-time instructional staff developing a course they have not previously taught online have the option to receive incentives. The incentives are:

* $2,000 stipend when the course is developed, reviewed, and revised as appropriate, and
* funding of an adjunct using the current departmental adjunct rate to be provided for one course during the semester the faculty member is in the program, or the equivalent will be paid as a stipend to the faculty member.

All courses developed will be considered work for hire, and they will be owned by FAU.

Proposals for the program must be signed by the candidate’s college dean, department chair/program director, the Assistant Provost of eLearning, and the candidate. Any changes in the proposal must be resubmitted for approval. Updates on the course development process will be sent to the department chair/program director periodically throughout the semester.

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Applicant Name** |  | **Z Number** |  |
| **Status** | ☐ Full-time ☐ Part-time | | |
| **College** |  | **Department** |  |
| Campus | ☐ Boca Raton ☐ Dania Beach ☐ Davie ☐ Fort Lauderdale  ☐ Harbor Branch ☐ Jupiter | | |
| **Campus Email** |  | **Campus Phone** |  |
| **Course ID** |  | **Course Title** |  |
| **Credit Hours** |  | **Semester/Year to be online** |  |
| **Anticipated frequency of course offering** | ☐ Every semester ☐ Twice a year ☐ Once a year ☐ Once every two years ☐ Periodically | | |
| **Anticipated # of sections** |  | **Anticipated enrollment for each section** |  |
| **Have you taught this course before?** | ☐ yes ☐ no | **Has it been taught online?** | ☐ yes ☐ no |
| **Have you taught it online?** | ☐ yes ☐ no | **Will it be 80% or greater online?** | ☐ yes ☐ no |
| **Is it required for a plan of study?** | ☐ yes ☐ no | **Is it an IFP course?** | ☐ yes ☐ no |
| **Stipend Distribution (full-time instructional staff only): As a faculty member in the program, you will receive a stipend of $2,000. The stipend will be distributed within two pay periods after you complete the program and the developed course has been reviewed and revised as appropriate. Additionally, you may opt for, (a) funding of an adjunct at your current departmental adjunct rate to cover one of your courses to reduce your workload for the semester you are participating in the program or (b) receiving the equivalent in the form of a stipend when you complete the program and the developed course has been reviewed and revised as appropriate. Please specify your preference.** | | | |
| ☐ funding of adjunct  ☐ equivalent stipend | | | |

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions.

1. Have you completed eCertification for Designers or CEL1001? ☐ yes ☐ no

If so, when?

1. Have you completed eCertification for Facilitators? ☐ yes ☐ no

If so, when?

1. Have you participated in the eDesign Consultation Program? ☐ yes ☐ no

If so, when?

1. Have you participated in the Quality Matters Program? ☐ yes ☐ no

If so, when?

1. Regarding this course design, please provide a brief description of what its role is in the degree program(s) and how online delivery will strategically benefit the university.

Applicant name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Agreement**

*My signature on this completed application signifies my agreement to these expectations if I am selected for this program.*

Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair’s Approval**

*By signing below, I indicate my support for the participation of the above faculty in this program, his/her development of the identified course, and will provide him/her an opportunity to teach it at least once with one calendar year of he/she completing the program.*

Department chair’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Department chair’s name (please type/print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College Dean’s Approval**

*By signing below, I indicate my support for the participation of the above faculty in this program, his/her development of the identified course, and will provide him/her an opportunity to teach it at least once with one calendar year of he/she completing the program.*

College dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

College dean’s name (please type/print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark your proposal submission with “Attn: eCertification for Designers” and submit the completed form (with all signatures) using one of these methods:

* mailed to FAU Center for eLearning, Boca Raton Campus, Building 4, Room 209;
* faxed to 561-297-4851; or
* emailed to [idesign@fau.edu](mailto:idesign@fau.edu) with the proposal form as a PDF attachment.

Proposals are due Monday, April 7th by 5:00 pm.