TO: **Faculty New, Full and Part-Time**

FROM   **Lynn Zayac, Director, Center for Instructional Technology**

RE: **Summer 2024 Virtual Web Camp Training**

We would like to invite full and part-time faculty to apply to participate in this training to prepare to teach one of their classes in any of these formats: online, online blended (with synchronous class meetings), or hybrid.

Web Camp- This training is to prepare faculty to teach fully online, an online blended course with synchronous requirements, and/or hybrid courses.
Training is offered by the Center for Instructional Technology.

Virtual Web Camp
Online Self-Paced Course Supported by CIT

2 Part Process
1-Pre Web Camp- 1 hour Training- Virtual Instructor Training-Plato Overview
2-Web Camp

<u>*Application deadline rolling*</u>

Application Process:

Notification of successful application will be made to the applicant, as soon as possible after application

An application, containing the information in step 1 below, must be submitted to:
Lynn Zayac, Director CIT lzayac@westfield.ma.edu and your department chair.

Stipend for Web Camp *A stipend of $750 is available.*

Part 1- Before Web Camp
Before Web Camp- Faculty new to Plato
Faculty never having taught at Westfield or never have used Plato

Must take a short 1 hour training- Virtual Instructor Training (Plato Overview)

Expect an email from
Lisa Clark lclark@westfield.ma.edu she will register you into the short virtual training.

Part 2 Web Camp
Step 1-Web Camp Course- **Mandatory Online Instructor Training**
Stipend- *A stipend of $750 is available upon completion of Web Camp Requirements*
Step 1-Application by faculty
Letter of Intent from the Faculty teaching the course

- A short paragraph/letter (email) of intent identifying
- The anticipated course and course number to be taught online
- The semester and year that you expect to teach it
- Identify the type, online, online synchronous, hybrid, or hyflex.
- Instructor Status- Day Division or CGCE

Step 2-
Letter of Support from the Chair
- A short paragraph/letter of support from your department chair (email support accepted), including the course and course number, semester and year, and type (online, online synchronous, hybrid, or hyflex) and instructor division status (Day or CGCE).

Successful applicants will be selected from those who meet the following criteria:
- For courses that meet a current unmet need

What is Web Camp? A Certificate Program- Transitioning and Teaching Your Course Online

Web Camp is a step-by-step program that teaches faculty how to move their face-to-face course to the different models of online formats. It covers topics including:
- Online pedagogy
- Best practices from Westfield faculty who are teaching online
- The design of your course following the WSU Best Practices Course Template and ADA Compliance
- General use of the course management system
- An understanding of creating and using assessments online
- The tools and tricks (not limited to ScreencastOMatic, Panopto, Audacity, VoiceThread, Infobase Learning Cloud, Collaborate Ultra, and Zoom)
- CIT Course Guidelines and Quality Matters Course Rubrics

Additionally, faculty will complete the following virtual trainings:
- Participate and share in virtual discussion forums during Web Camp.
- Participate in at least one private session discussing your syllabus and course specific needs with Lynn Zayac.
- Participate in at least one Blackboard Collaborate Ultra Virtual Classroom or Zoom training with Lisa Clark.

Please contact Lynn Zayac, Director, CIT
(lzayac@westfield.ma.edu or x8142) if you have questions about the Web Camp.

Lynn Zayac
Director of Center for Instructional Technology
413-572-8142 (leave a message)
lzayac@westfield.ma.edu