The Editorial Freelancers Association

New Course Proposal Form for Online Classes

The EFA offers two kinds of online classes: (1) regular classes that meet during a particular calendar period and which require instructor interaction and feedback, and (2) self-paced classes that students can take at any time and which have no instructor feedback. All online classes are housed in the Sakai learning management system.

All new regular classes require instructor interaction on the forums, assignments that help students grasp and demonstrate knowledge of the course goals, and specific, personal feedback on those assignments.

All self-paced classes require some sort of self-assessment tools so that students can gauge their own learning.

Online classes usually run between four and eight weeks. If you’re interested in proposing a class that runs shorter or longer, please indicate your rationale in the “course description” section below. (Longer classes might work better if split into two parts, so bear that in mind.) If you’re interested in a proposing a class that includes elements such as a live webinar for Q&A, please describe how the hybrid format will work in the “course description” section below.

1. Instructor’s name: Click here to enter text.
2. Instructor’s email address: Click here to enter text.
3. Class title: Click here to enter text.
4. Class type: [ ]  regular online

[ ]  self-paced

1. Class length (number of weeks for regular classes, number of lessons for self-paced classes): Click here to enter text.
2. *For regular classes*: Suggested class dates (to prevent calendar/class length confusion, please fill in for each week of class):

Week 1: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 2: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 3: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 4: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 5: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 6: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 7: Start date: Click here to enter a date. End date: Click here to enter a date.

Week 8: Start date: Click here to enter a date. End date: Click here to enter a date.

1. Course description: Click here to enter text.
2. Course goals (at the end of this class, students will be able to): Click here to enter text.
3. List assignments and how they will be evaluated: Click here to enter text.
4. Course level: [ ]  Beginner

 [ ]  Intermediate

 [ ]  Advanced

1. Any special computer hardware or software required for students: Click here to enter text.
2. Required texts, if any: Click here to enter text.
3. Required prerequisite(s), if any: Click here to enter text.
4. Instructor bio (in third person, for catalog use): Click here to enter text.
5. Please attach class syllabus.
6. Additional comments: Click here to enter text.

\*\*\*Education Chair Use Only\*\*\*

Course approved: [ ]  yes [ ]  no

Action date: Click here to enter a date.

Price: Click here to enter text.

Instructor compensation: Click here to enter text.

Headshot for catalog [ ]  requested [ ]  received