

Submitting Proposals for Web CE Courses

ASCLA welcomes proposals for Web continuing education courses. Typically a Web CE course will cover material appropriate for a one-day, face-to-face instructional session. If you would like to propose a topic for a Web CE course, please submit the following information:

- **Project Description:** A brief (300 words or less) overall description of the course, including its subject, scope, content, and approach. State what is distinctive and compelling about the course.
- **Intended Market:** Who (use job titles if possible), approximately how many, and why they need this course.
- **Authorship:** A one-paragraph biography describing the credentials of each of the authors. Highlight relevant experience in writing, editing, and teaching. Also include a curriculum vitae/resume.
- **Competition:** Identify other courses that address your topic or a large part of it. Note the features that distinguish your course and give it a market advantage (for example, size, authority, timeliness, approach, or style).
- **Main Topic Outline:** An outline of the major topics you will cover in the course. Submit a syllabus if available.
- **Online course experience:** Comment on author's familiarity and experience with preparing and teaching online courses; familiarity with WebCT software.
- **Length of Course:** Students should be able to complete the course within eight hours. Indicate the number of chapters or modules you will have and for each, estimate the time it will take students to complete.
- **Schedule for Completion:** Provide a realistic date for course completion. Provide a timetable of the major phases in the project, or which dates a set number of chapters or modules will be completed.
- **Writing Sample:** This may include a sample chapter of the proposed course or an article representative of the writing style for the proposed course.

Technical Information

Course materials must be delivered to the Association in electronic format. Text files must be submitted in Word, graphs must be submitted in Excel, and illustrations must be submitted in formats usable by the Instructional Designer (ID). Formats for other kinds of graphics can be discussed with the ID.

Format of the course requires that presentation of materials follow a modular approach, breaking up modules into "screens" requiring a minimum of scrolling. This requires coordination with the ID and review by a designated ASCLA committee. Also requires chat room and bulletin-board (forum) type experience.

If providing links to outside sources, these links must be verified prior to going online with the course and are the sole responsibility of the Presenter/Author.

Evaluation of the Proposal:

The ASCLA Executive Committee will review the proposal and make their recommendations to staff.

Fees for Authors:

Upon acceptance of the proposal and completion of a contract, the author will be paid a fee for developing the course and an additional fee for teaching the course.

Send proposals to:

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