ALSC Online Education Proposal Information Sheet

Thank you for submitting a proposal for an ALSC Online Education course or webinar. The ALSC Education Committee will be selecting proposals on a rolling basis. Please contact the ALSC Education Committee chair(s) with questions.

- Participants of ALSC Online Education are seeking valuable learning experiences and are critical of presenters or sessions that are self-promotional. The Education Committee will not select a course or webinar that suggests commercial sales or self-promotion. Courses/webinars should provide a valuable learning experience and avoid being too limited in scope.
- You will receive an email confirmation from the Education Committee chair(s) after submitting your proposal. Contact the Education Committee chair(s) if you do not receive acknowledgement.
- Online course instructors must be willing to commit to three sessions within 18 months of having their proposal selected. Webinar instructors must be willing to commit to one live webinar within six months of having their proposal selected. For more information about session dates/times, please contact ALSC Program Officer for Continuing Education.
- A copy of the instructor’s resume must accompany all proposals, and course proposals must include a course syllabus. Instructors are also asked to list teaching references, if available.

FILLING OUT THE PROPOSAL FORM
To submit your proposal you will need to use the online form. The form cannot be saved, therefore once you have entered your information, you must submit it; you cannot enter information and come back to it later. Information that has been submitted cannot be updated.

PROPOSED PROGRAM TITLE & DESCRIPTION
Your title and description should catch the attention of your intended audience. Please provide a minimum of three sentences in your description, including a snappy lead and broader context for why this course/webinar is useful and important.

LEARNING OUTCOMES
Please prove 2-4 action-based learning outcomes framed in terms of what students will be able to do after participating in this course/webinar. Please list outcomes in a clear, specific, concise and measurable way; starting with a strong verb is a good rule of thumb. For examples of learning outcomes, look at the current ALSC Online Education webinars/courses at www.ala.org/alsced.

TARGET AUDIENCE
Briefly describe the colleagues who will benefit most from participating in this learning opportunity. Examples include: department heads, library school students, all staff serving children and their caregivers.

COURSE/WEBINAR LEVEL AND PREREQUISITES
Does your webinar/course have previous prerequisites? If so, please list them. Otherwise, the standard ALSC response is: This course is open to library staff of all experience levels; no prerequisites are required.
INSTRUCTOR BIOGRAPHY INFORMATION
Please tell us a little bit about yourself, including any past experience you have teaching adults or teaching in an online environment.

LENGTH OF COURSE
Online courses can be between four and six weeks. Please keep in mind that students should spend 2 – 4 hours per week preparing for and taking part in your course.

Webinars are one hour long.

EVALUATION (applicable to online courses only)
Students must be issued a pre and post-course evaluation. These must be specific and measurable evaluations. For example, you would issue students a pre-test to gauge knowledge, and at the end of the course, a similar test to gauge learning and understanding. All students will be given a standard, anonymous survey after the course to evaluate the instructor and course content. These results will be shared with instructors upon completion.

SESSION DATES (online courses only)
Online courses are offered four times per year – winter, spring, summer and fall. Instructors must be willing to commit to at least three sessions within 18 months of having their proposal selected. Courses run between four and six weeks in length. Estimated course dates are below. For exact dates, contact the ALSC Program Officer for Continuing Education.

- Winter: early January – early-mid February
- Spring: early April – early-mid May
- Summer: early July – early-mid August
- Fall: late September – late October/early November

Webinars are typically offered two times each month, ideally on the first Thursday of the month at 3pm Eastern/2pm Central, and on the third Tuesday of the month at 12pm Eastern/11am Central. If you are unavailable to present the webinar at these times, ALSC will work with you to schedule the webinar at a time convenient for you.

INSTRUCTOR COMPENSATION
Online course instructors are compensated $700 for course development and 15 percent of registration fees for their first session; following sessions are compensated at 20 percent of student registration fees. Fees are $115 for ALSC members, $165 for ALA members and $185 for nonmembers.

Webinar instructors are compensated $100 for webinar development (to be split between all presenters).

CONTACT INFORMATION
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