**Emory College Online**

**Course Design to Launch Process**

**PROGRAM VISION**

Emory College Online courses allow Emory, Oxford, and transient students to make degree progress by completing rigorous Emory College undergraduate courses, regardless of the student’s physical location.

**FIVE STAGES OVERVIEW**

1. Call for Proposals
2. ECOTS Summer Enrichment Course
3. Ongoing Course Development
4. Launch and Teach in the Summer
5. Continuous Improvement

**1. CALL FOR PROPOSALS**

- February: Call for proposals is extended to Emory College faculty
- March: Proposals are due
- April: Decisions are made, accepted faculty are notified
- April: Additional information about ECOTS is provided

**2. EMMORY COLLEGE ONLINE TEACHING STRATEGIES (ECOTS)**

- Held from June - August
- Eight weeks enrichment course
- 1x per week "synchronous" session using Zoom
- Includes best practices in online teaching, and exposes you to the online teaching tools available at Emory
- Upon successful completion, a firm commitment to teach the following summer must be made and then development funds are dispersed

**3. ONGOING COURSE DEVELOPMENT**

- September through April
- Ongoing training & faculty enrichment opportunities offered throughout this period
- Meet with Instructional Designer to continue design and development process for summer launch
- Course Development is finalized by mid-April

**4. LAUNCH AND TEACH THE COURSE**

- ECO courses (with at least 7 students enrolled) run in Sessions I and II of Summer School
- Faculty implement best practices learned from ECOTS into Week Zero - Week Six
- Courses follow standard Emory College policies, including all live meetings, Add/Drop/Swap, and course evaluations

**5. CONTINUOUS IMPROVEMENT**

- Work with an Instructional Designer and/or peer faculty to reflect after first launch
- What worked well? What didn’t go so well?
- What could be revised to be more effective for students and faculty?
- Make revisions for improvement before next summer