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E-Learning Center  
S-501a

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June 13, 2012

Dear Faculty:

The E-Learning Center invites you to apply for the 2012 e-learning course design cohort. If you are interested in developing an online or hybrid course, please consider joining our group. Please contact me to discuss which courses will be given priority for development.

Professional development workshops will be delivered in a hybrid format. Participants will complete online training modules, combined with four face-to-face workshop sessions on Fridays from 10am-1pm. Course design will occur in the fall semester and will be reviewed by a representative from the Office of Academic Affairs by mid-November. In the spring semester you will have an opportunity to meet with cohort participants and evaluate your experience. Meetings will be scheduled as follows:

**Fall 2012**

1. Orientation – August 24th
2. Show and Tell – October 12th

You will show your progress and receive feedback from other participants

**Spring 2013**

3. Follow-up session – Date TBA

The group will discuss how the course is going and share teaching strategies

4. Evaluation – Date TBA

Participants will evaluate their teaching experience and make changes as necessary to course materials.

Complete the attached form and return it to Janey Flanagan, Director of E-Learning, room S-501a, by August 13, 2012. Before signing, please carefully read the terms and agreements section on the attached form.

Sincerely,

A handwritten signature in black ink that reads "Janey Flanagan". The signature is written in a cursive, flowing style.

Janey Flanagan  
E-Learning Director