**Application to Participate in the Essentials Online Workshop**

If you would like to sign up for the next workshop, please complete the **blue section of this form** **only** and forward it to your Dean. Your dean will sign off and forward your name to the Coordinator of Teaching and Learning Technologies, who will confirm your participation. If there is not capacity in the next session, sessions are offered in the Spring, Summer and Fall of each year.

Please note that there is a 4-6 hour time commitment per week for this six week online workshop. There is a one-time stipend of $1,800; $300 is awarded after successful completion of the workshop and the remaining $1,500 is awarded after delivering the online/hybrid course and completing the requirements for administering the IDEA Online evaluation process.

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| **This section is to be completed by instructor who is applying for participation in the Essentials Online Workshop** | | | | **TLT Coordinator will complete this section** | | | | |
| * **Name** * **Email** | * **Title** * **Department** * **Dean** | **Info for course I want to convert:**   * **Course Name and Number** * **New or existing course** * **Hybrid or online** | **Session and year that I prefer**  **(Spring, Summer, or Fall)** | **Semester that participant successfully completed session** | **Recommend**  **$300 stipend for this session?** | **Date that $300 stipend was requested** | **Semester that Course was delivered and**  **IDEA online evaluation process completed** | **Date that $1500 stipend was requested** |
| ***Example***  Rochelle Ruffer  rruffer9@naz.edu | Professor of Economics, Department Chair of the Undergrad Program in Management,  School of Mgt  Jerry Zappia | MGT 2XX: Professional Communication  New Course  Hybrid | Spring 2016 |  |  |  |  |  |
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