ONLINE CURRICULUM WRITERS NEEDED!

The Statewide Instructional Resources Development Center is in need of contracting with qualified individuals interested in writing online courses for the following Education and Training, Hospitality and Tourism and Human Services Cluster courses.

**Education and Training**
- Practicum in Education and Training (revision)

**Hospitality and Tourism**
- Culinary Arts Hotel Management (revision)
- Hospitality Services (new)
- Travel and Tourism (revision)

**Human Services**
- Counseling and Mental Health (new)
- Practicum in Human Services (new)

**Goal:**
To develop or revise a *self-paced* online professional development course that would allow participants to work through the course and complete activities that will serve as evidence of participation in the course. Upon completion of the course, the participant will be able to generate a certificate of completion.

**Specifications:**
- Develop an online professional development course that provides Texas teachers with a thorough overview of the content of a specific Education and Training, Hospitality and Tourism, or Human Services cluster course.
- Base online professional development course content on the Texas Essential Knowledge and Skills for specified course.
- Construct a copyright tracking spreadsheet for all materials (images, interactive videos, links) included in online professional development course, using a template provided by SFA/TEA.
- Online professional development course will provide material equivalent to six contact hours, divided into a minimum of six modules. This number may be negotiated with SFA CTE Associate Project Director and the approval of TEA staff member serving as project manager. Online course participants will receive a certificate for 6 CPE units upon completion of course with 80% mastery.
- Each individual **module** will include a seven question assessment instrument.
- Each **course** will include a 50 post-assessment instrument.
- All courses will begin with a module that focuses on an introduction/overview of the course, and ends with a comprehensive module that reviews the overall course content.
• Additional modules will serve to prepare instructors to teach the TEKS for the semester/year long course bearing the same title.

• Modules will be designed for deployment in the SFA CTE website, including uploading of the materials into this platform.

• Approval of course, module content and assessments will be at the discretion of SFA grant staff and TEA staff member serving as project manager.

• Modules should include varied format interactive experiences to accommodate for different learning styles.

Requirements:

The contractor is required to provide credentials (resume or vitae and two letters of recommendation) as proof of expertise in subject matter, as well as curriculum and online course writing experience. Contractors will attend mandatory training and participate in phone conferences as required by SFA/TEA. Project personnel and all materials and activities shall have prior approval of the SFA grant staff and TEA staff member serving as project manager. The TEA Copyright notice will be included in all documents and media supported by this contract. The contractor will provide to SFA a monthly status report on the progress of the online professional development course.

Additional Requirement: Use the iNACOL National Standards of Quality Online Courses when developing online courses (http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Courses%202007.pdf)

Application Due Date: September 23, 2012

Required Training Session: October 6, 2012 in Austin, Texas

Dates of Service: October 6, 2012 to January 6, 2013

Contract: $3,000.00 per NEW, approved online course or $1,500.00 per REVISED, approved online course.
## APPLICATION for ONLINE CURRICULUM WRITER

Statewide Instructional Resources Development Center

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### Course title(s) of interest:

Final assignment will be determined by the SFASU grant team.

School District:

Years of Teaching Experience:

Brief explanation of why you are interested in working on this project:

Application, professional resume or vitae and two letters of recommendations must be received by September 23, 2012. Application and documentation can be faxed to 936-468-2140, attention Nelda or scanned and emailed to delgadosa@sfasu.edu.

Candidates will be notified of acceptance by September 24, 2012.

Candidates must be available to meet in Austin on Saturday, October 6, 2012 for an all day training session. Travel is included in contract amount.

If you have any questions, please feel free to contact Sandra Ann Delgado, CTE Associate Project Director at delgadosa@sfasu.edu or (210) 885-4117.