Exemptions to Teaching Online: Fundamentals Course

Instructors can be exempt from taking *Teaching Online: Fundamentals* if they meet the following qualifications:

- Received training related to online pedagogy at a previous institution,

- Been teaching online for at least three years,

- Has created their own online course shell

     AND

- Meets with an Instructional Designer and demonstrates adequate online pedagogical knowledge and course design knowledge.

Steps to Obtain an Exemption

Instructors wishing to seek an exemption should take the following steps:

1. Notify Instructional Design and Innovation (IDI) about the instructor's qualifications for an exemption. (Documentation and appointments can be made by emailing online@mclennan.edu.)

2. Provide a record of the qualifications.

3. Meet with IDI to discuss an online course which has been personally developed and taught by the instructor.

4. IDI will provide feedback on the course and determine eligibility of the exemption.

5. IDI will notify the division chair and instructor to let them know if the exemption was approved.

If Exemption is Not Granted

The instructor would need to take Teaching Online: Fundaments. This course is offered every long semester and one during the summer. This is an intense 6 week course, please make preparations to complete within the timeframe.