The University of South Carolina College of Nursing presents

The Online Teaching Institute:
A Complete Beginner’s Guide for Building a Successful Online Course

Do you need to know how to set up an online course? Would you like to improve an online course that you have already taught? This workshop is for you! Hands-on experience for everything you need to know to put a course online and teach it well.

Co-taught by a successful instructional designer and two experienced online educators from the USC College of Nursing, this class is for instructors with no or limited prior experience with online teaching, academic program administrators, and anyone interested in online teaching and learning.

We are proud that U.S. News and World Report counts our online graduate programs among the nation’s best. In this workshop, we will take an evidence-based approach to online teaching and share with you the strategies that have proven to be successful both in our college and at large.

This workshop explores the basic components of online course delivery. Participants will learn how to:
- Adapt existing course documents for online presentation;
- Build an attractive and easy-to-navigate course site in a course management system;
- Create engaging online activities;
- Communicate with large groups of online students in an efficient and effective manner;
- Assess student learning in multiple formats.

Meet your instructional team:

Vera Polyakova-Norwood, Director of Distributed Learning at the USC College of Nursing, has extensive experience in developing online courses for a variety of student audiences and has achieved recognition for designing authentic and engaging online projects and activities for large and small groups of learners.

Dr. Mary Boyd and Dr. JoAnne Herman are senior faculty members at the College of Nursing. They are early adopters and enthusiastic champions of online course delivery and student-centered approaches to teaching.
Registration Information

You may register and pay online at USC CON Online Teaching Institute.

Registration and Payment Policy

Registration for the Online Teaching Institute is processed on a first-come/first-served basis. Space is limited for quality education and early registration is advised.

Registration fees must be paid in full in order to secure a seat. Mastercard, Visa, or check payments are accepted. Please make checks payable to The University of South Carolina.

An email will be sent to you confirming registration. If you do not receive an email message in due time or have further question, please call 803-777-8777 or email cheryl.nelson@sc.edu

For graduate credit:

To apply to The Graduate School in non-degree status, you must complete the Non-Degree Seeking Application. Submit it with the $50 application fee and a copy of proof that you hold at least a bachelor’s degree (for example, a copy of your diploma or a copy of your transcript with degree posted). You may enclose a copy of your valid South Carolina teaching certificate if that certificate clearly shows that you hold a bachelor’s degree. Non-Degree application must be completed two weeks prior to the start of the semester in which you wish to enroll. In addition, you must complete the CON Online Teaching Institute Registration Form (following page). It can be submitted via email (cheryl.nelson@sc.edu), fax (803) 777-2027, or mail:

University of South Carolina
College of Nursing
ATTN: Cheryl Nelson
1601 Greene Street
Columbia, SC 29208

*In addition to the 3 class days, 3-weeks of online activity is required to receive credit.

For CEU credit (20 hours) for nurses:

Cost of course: $495.00
Checks should be made out to The University of South Carolina.

Registration can be completed USC CON Online Teaching Institute or mail the Registration form (following page) and check to:

University of South Carolina
College of Nursing
ATTN: Cheryl Nelson
1601 Greene Street
Columbia, SC 29208

*Participants must attend 100% of the sessions in order to receive the 20 hours of credit.

Hotel Suggestions

Hilton Columbia Center
924 Senate Street - Columbia, SC 29201
Phone: (803) 744-7800
http://hiltoncolumbia.com/

Inn at USC
1619 Pendleton Street
Columbia, SC 29201
(803) 779.7779 or 777.8724
www.innatusc.com

Visit our website for more information: www.sc.edu/nursing
Registration Form

Name: _________________________________________________________________________________________

Credentials: _____________________________________________________________________________________

Address: ________________________________________________________________________________________

City, State, Zip Code: _____________________________________________________________________________

Email Address: ___________________________________________________________________________________

Phone: _________________________________________________________________________________________

Employment Institution: __________________________________________________________________________

Highest educational level completed (circle one):

- Master's in Nursing
- Master's in another discipline
- DNP
- PhD in Nursing
- PhD in another discipline

Number of years in education: ______________________________________________________________________

I may require assistance due to disability. Please select Yes/No

Please indicate any special meal concerns: ______________________________________________________________

Cancellation Policy

If you need to cancel your registration, you must do so by calling or emailing Cheryl Nelson, Special Projects Manager at cheryl.nelson@sc.edu, 803.777.8777. If the cancellation is made 31 days or more prior to the start date, registration fees shall be refunded less an administration fee of 25% of the registration fee. If the cancellation is made 30 days or less prior to the start of the class, no refund shall be granted. Any costs incurred by the registrant, such as airplane penalties, are the responsibility of the registrant.

The Online Teaching Institute reserves the right to cancel any program not meeting the established minimum enrollment.

The Center for Nursing Leadership is an approved provider of continuing nursing education by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.