



THE TEXAS NETWORK DUAL CREDIT PROJECT

The purpose of The Texas Network's Dual Credit Project is to facilitate sharing of professional development resources by community college educators in Texas. Dual credit acknowledged experts from across the state may submit a module or webinar for consideration via The Texas Network website. If a module or webinar is approved, electronic files are gathered and posted to The Texas Network website for immediate access by other community and technical colleges in Texas. The Texas Network remains the ideal place to showcase the best practices developed by Perkins-funded professional development projects each year. As you are planning your module and/or webinar, keep in mind that the end user will be relying on the electronic resources you provide to create an engaging and interactive training resource.

Before developing a module or webinar, please communicate with The Network staff (email: rhernandez@tcta.org) so we can assist with content development and ensure stipend payment.

CREATING A DUAL CREDIT MODULE/WEBINAR

ELECTRONIC FILE FORMAT OPTIONS

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STIPEND & CONTACT INFORMATION

CREATING A DUAL CREDIT MODULE

The Texas Network welcomes a suite of dual credit training modules to the Network's website. To ensure that all modules have a similar tone and feel, we have provided some resources to assist you with various stages of creating a module.

MODULE STRUCTURE

The elements of each topic should have some consistency to make it easy for others to replicate your success with teaching dual credit. Please consider some of the items listed below. Depending on your topic, some items may be more applicable and/or more important than others.

You can use this default structure as is, or the Network staff can work with you to adapt it to your needs.

1. **Introduction** - Sort of like a trailer. A one minute or less thumbnail of your topic designed to quickly give the view an understanding of the content. An introduction might include:
 - Contact information so that those using your materials can ask questions
 - A brief description of the topic
2. **The Story/Topic**
 - Goals - broad statements of what the user should know following completion
 - Objectives or competencies - measurable steps toward achieving the goals
 - Learning experiences - activities/strategies/sample lessons to try
 - Also critical to the story is what difficulties you have had along the way. The intent of telling these stories is to engage a teacher-to-teacher communication about the advantages and limits of innovative strategies that you have implemented... as well as lessons learned in the process of the design and implementation of a new approach in your teaching.
3. **Personal Reflections**
4. **More on this story/topic** - The elements here will vary depending on the unique parts of your story that are worth emphasizing.
 - Resources - This is the place to put documents, links, or other resources that are supports for anyone wanting to understand your topic more fully in order to utilize the methods you have demonstrated in the story. Examples would be the syllabus, sample questions, assignments, links to outside resources and scholarship for the course design, etc.
 - Student Achievement - This is where you put the evidence you have about student achievement.

WEBINAR STRUCTURE

1. Please send us an outline of your presentation.
2. A copy of your PowerPoint file and any supporting media.
3. Survey questions for the group if applicable.

TIMELINE

We would like to have content received by the week of **June 25, 2012**. Please contact us if you would like an extension. (email: rhernandez@tcccta.org)

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We will work with the content experts to design the modules and the Network will aide with the design and presentation.

TEXT CONTENT

- Because the resources distributed through The Texas Network are available to any member of the public who visits the website, the rules for using copyrighted materials within them are different from the rules for using copyrighted material in the classroom or in an online course. Please err on the side of caution so that you don't inadvertently re-distribute materials for which you do not have publication rights.
- If you do not know whether the material is copyrighted, assume that it is. The exception is with material produced by the federal and state governments, which is usually in the public domain. You must still cite the source of government-produced material clearly and accurately.
- Follow the same rules you expect your students to follow in terms of properly citing the authors and sources of quoted or paraphrased material used in your module.
- To fall within the Fair Use guidelines, keep quoted material brief. You may have noticed that blogs and other online forums generally post only excerpts of articles on which they are soliciting public comments. Prior to the Los Angeles Times v. Free Republic court case, bloggers often posted whole news articles to spark discussion. The newspaper sued for copyright infringement and won.
- Textbooks are less likely to fall within the Fair Use guidelines, as extensive quoting from a textbook could harm sales of the original work.

VISUAL CONTENT

- Assume that all photos are copyrighted and that you must obtain permission or pay a fee to use the photo. There may not be a copyright symbol or photo credit visible, but the work may still be copyright protected. In particular, avoid importing images from <http://images.search.yahoo.com> or <http://images.google.com> into your resource without getting permission from the copyright holder. Citing the source of the photo is not the same as getting permission to use the photo in a public forum.
- Our experience has been that textbook publishers will not grant permission for a module developer to use photos from a textbook, even for a module developed through a non-profit organization, college, or other state-funded entity.
- Potential sources for photos include your college's public relations office; <http://istockphoto.com> or <http://www.bigstockphoto.com> for inexpensive, royalty-free images; or your own creativity with a digital camera; or <http://www.flickr.com/creativecommons>.
- If you take pictures of students in your classroom or lab, please obtain written permission from them to use the photos in your resource which will be posted on a public website.

ELECTRONIC FILE FORMAT OPTIONS

- Video - AVI, MOV, MP4, MPEG, WMA, WMV, and FLV.
- Audio - WAV or MP3
- Web page links
- Documents - Word, Excel, Adobe Acrobat, Power Point files to share documents such as handbooks, editable files for classroom use, presentation materials, etc.
- Preferred graphic file types for images (photos, charts, diagrams, and illustrations) - JPG, GIF, PNG, SWF

STIPEND INFORMATION

The Texas Network can pay a \$250 stipend per module. Once the content is submitted we will send you documentation to fill out.

Please complete and return it to:

MAIL Renee Hernandez
 The Texas Network for Teaching Excellence
 5113 Southwest Parkway, Suite 185
 Austin, Texas 78735

EMAIL rhernandez@tccta.org

FAX 512.328.1086

CONTACT INFORMATION

Geraldine Tucker
Project Director
Vice President, Human Resources
Austin Community College
5930 Middle Fiskville Road
Austin, Texas 78752
gtucker@austincc.edu
512.223.7572

Renee Hernandez
Project Coordinator
5113 Southwest Parkway, Suite 185
Austin, Texas 78735
rhernandez@tccta.org
512.328.2044 ext. 14
toll-free: 800.288.6850 ext. 14
fax: 512.328.1086