

**Butler Community College**  
**Introduction to Teaching Online (INTON)**  
**Designing and Developing an Online Class (DDOC)**

Introduction to Teaching Online (INTON)

Anyone who wishes to teach online or blended classes for Butler Community College must complete the Introduction to Teaching Online workshop/course.

- An application process is required. This includes a dean's signature and rationale for the instructor to take the workshop.
- INTON is offered at least three times per year (spring, summer and fall). Should the demand warrant (at least 5 participants), more opportunities may be made available.
- There is a maximum of 15 participants per INTON session.
- All candidates for INTON are placed in a tier for acceptance into the workshop
  - Tier One – instructors in this discipline are needed immediately
  - Tier Two – growth in this area is expected. Having trained faculty ready to teach an online class will be beneficial to the institution
  - Tier Three – no need or growth is expected. Faculty members from other institutions fall in to this category and are accepted to the course when space is available.
- Faculty members from other institutions will pay \$200 to participate in the workshop.

**Designing and Developing an Online Class (DDOC)**

All faculty members (full time and adjunct) who complete the DDOC workshop will be paid \$500. PDP points are not awarded. An additional \$500 is paid when the course has met all requirements as set forth on the Stipend Agreement Form.

- An application process is required. This includes a dean's signature and rationale for the instructor to take the workshop.
- DDOC is offered three times per year (spring, summer and fall).
- There is a maximum of 8 participants per DDOC session.
- First time faculty developers are required to complete DDOC.
- Should a faculty member develop subsequent courses, DDOC is encouraged but not required.
- Faculty members who have previously completed DDOC but who do not wish to take it again will earn a maximum of \$500 per course developed.
- Faculty members from other institutions will pay \$200 to participate in the workshop.