

Career Lecture Series

How to Get a Job Teaching Online

Presented by

Marilyn K. Simon, Ph.D.

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How to Get a Job Teaching Online



Steve Hardiman
Host



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About the Presenter

Marilyn Simon, Ph.D. in Education

- Faculty member at Richard W. Riley College of Education and Leadership

- 2001 Extraordinary Faculty Award Recipient



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Online Learning: The Ultimate Equalizer

*“There are two fundamental equalizers in life...
the Internet and education.”*

— John Chambers

*“This new economy is based more on brains
than on brawn... and moves more on
broadband byways than concrete highways.”*

— Ray Smith

Live participant poll: “Which describes your professional affiliation?”

Educator

Corporate

Health related

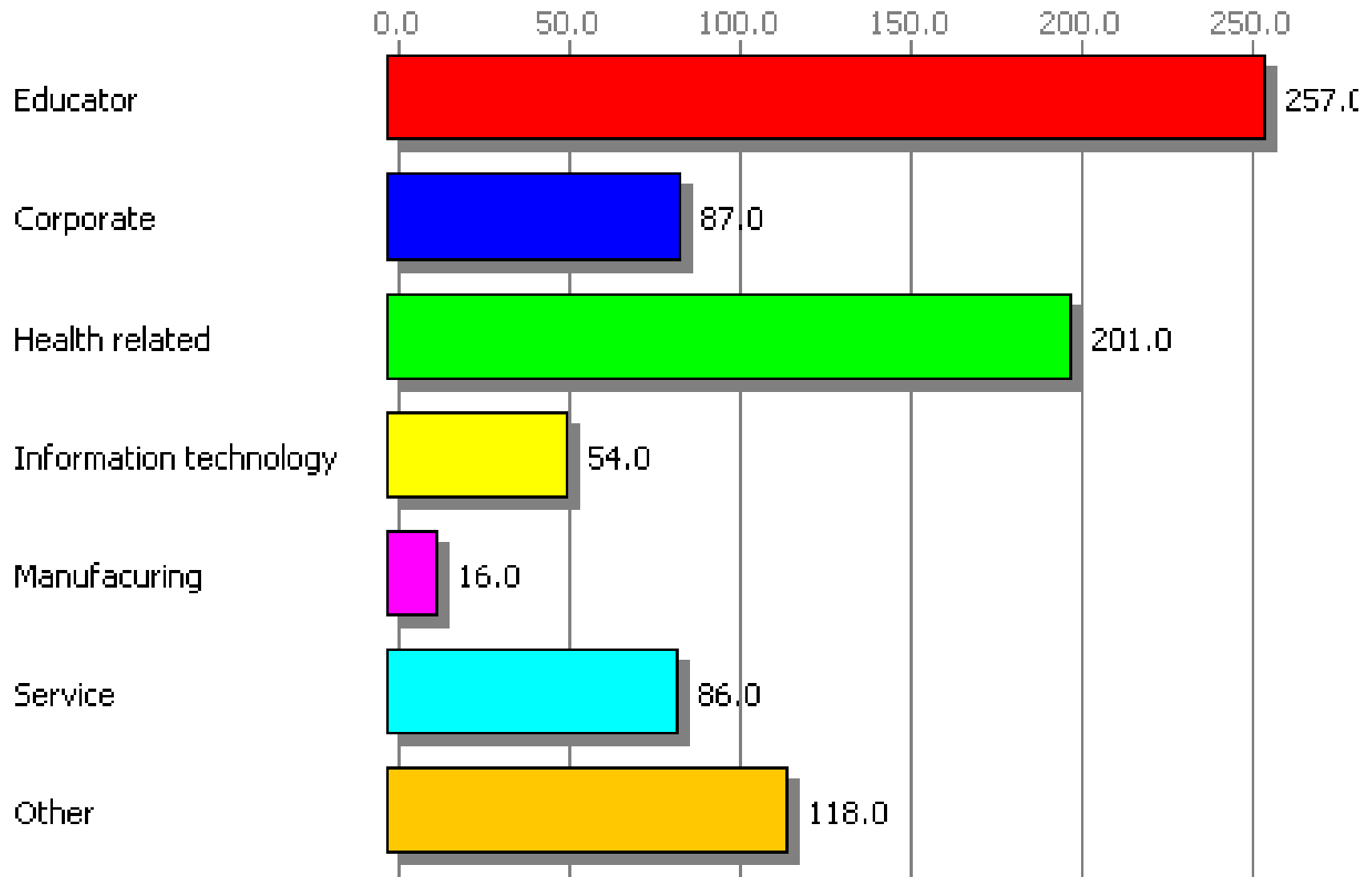
Information technology

Manufacturing

Service

Other

Live participant poll: “Which describes your professional affiliation?”



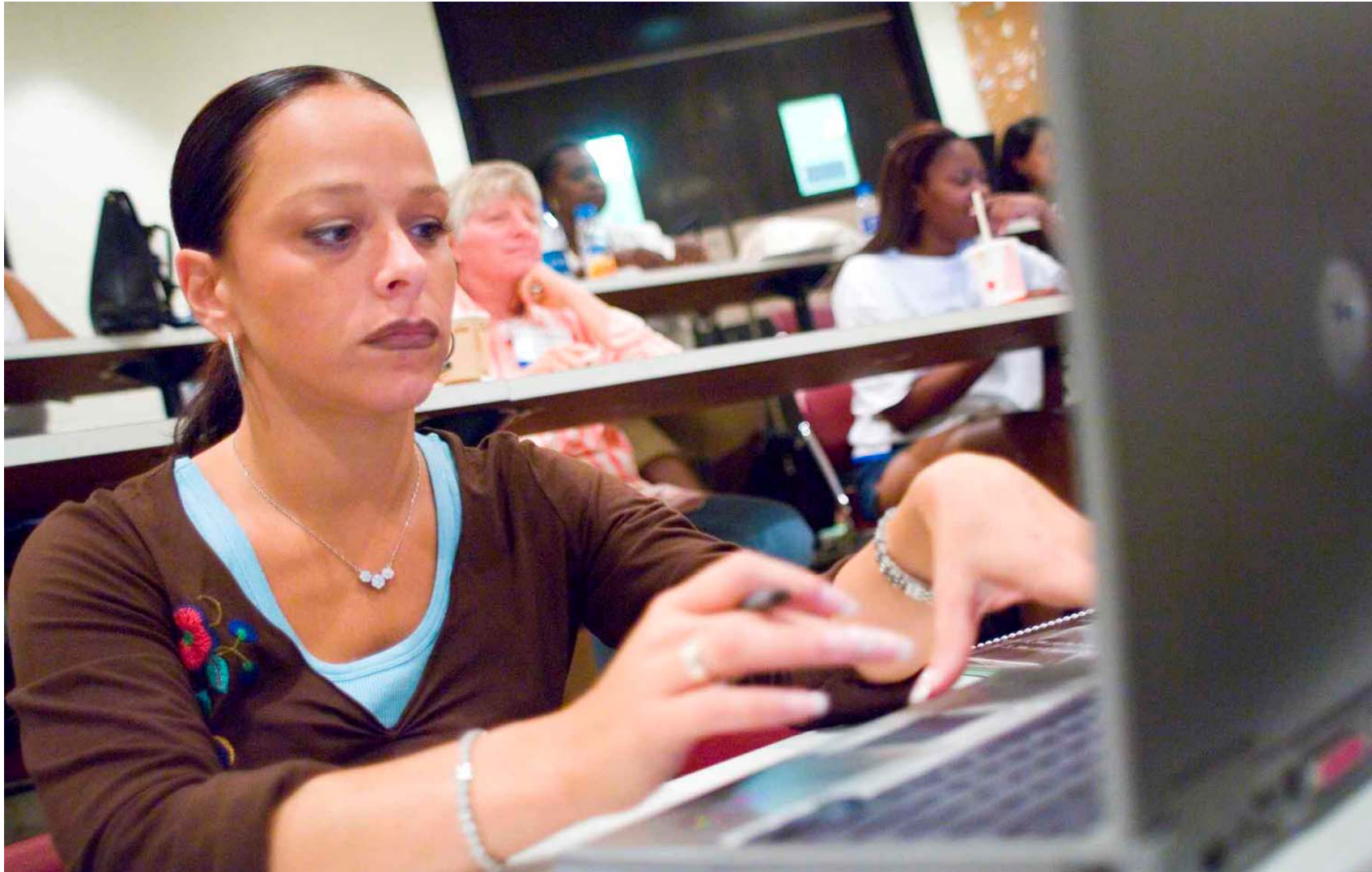
I Want to Be an Online Teacher Because:

- I love my computer
- I want to set my own schedule
- I hate driving
- I want to teach in my PJs
- I thrive on challenges
- I want to be in a growth field
- Other?

Conduct a Broad Job Search

- The range of possible employers is diverse, including:
 - school districts
 - universities (traditional and non-traditional)
 - state and local boards of education
 - corporations
 - virtual charter high schools
 - K-12 online programs
- With a master's in curriculum design or instructional technology, you may obtain a job as an online curriculum designer to use teaching and learning theories to create curriculum to best help a specific group of students learn
- Online programs in *most* traditional universities use their adjunct or full-time faculty.

Online Learning Is For All Ages



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Good News/Bad News About Online Teaching

- Depending on the position:
 - You may be able to do it anywhere.
 - You may have to be willing to do it everywhere.
 - There may be no vacations or sick leave days.
 - You work according your own schedule – sort of.
 - Your students may be all over the globe.
 - Friends and relatives may not be convinced you are “working” when you are sitting on an easy chair responding to posts in your pjs.

Qualifications and Assets for Online Teaching

Qualifications:

Experience teaching with different course management systems and different types of technologies

Writing experience and fluency with APA or other style guide used by the institution

Scholarly experience in your subject matter, publishing in peer reviewed journals and presenting at academic conferences

Assets:

Your experience at Walden

- Your familiarity with different platforms of delivery and different technologies
- Your passion for online learning.
- Your unique real life experiences

From My Experience, Successful Online Learners/Facilitators Are:

- **Self-Directed**
- **Motivated**
- **Comfortable with computers**
- **Able to use email, internet browser, word processor**
- **Enjoy reading and writing**
- **Inquisitive**
- **Disciplined**
- **Independent**
- **Able to stay on task**

Beginning Your Online Teaching Career

- Prepare your CV and introductory letter
- Social networking – friends, colleagues or professors that teach online.
- Go to the school catalogue and find courses that you are qualified to teach.
- When applying use the school's numbering system, e.g., EDUC 8005.
- Online URLs –
 - www.adjunctnation.com
 - www.elearners.com
 - www.findaschool.org
 - <http://www.govhs.org/Content/InfoFor-Teachers>
 - <http://www.online-education.net/online-colleges/>

Start as an Online Tutor

Tutoring Job Sites

- <http://www.worldwideworkathome.com/teaching.html>

Specific information on TutorVista's Online Teaching Job

- Be a post graduate in your subject.
- You need to have a computer and a Broadband connection.
- Work for minimum 4 hours a day.
- Learn new tools and technologies that are being used in online teaching space.
- Subjects include: Math, English, Physics, Statistics, Chemistry and Biology
- <http://www.tutorvista.com/careers/index.php>

Get your ducks lined up



- Your updated CV
- References
- Electronic copies of all transcripts post H.S.
- Addresses for formal requests for transcripts.
- Courses you are qualified and willing to teach.
- A statement of your educational philosophy
- A personal web site that highlights your experiences
- Make sure you provide multiple ways to be reached- land line, cell phone, fax, email addresses.

DO Your Homework

- Try to find out what classes need to be taught or need a teacher. Are you qualified to teach them?
- Visit the website and learn as much as you can about the university, school, or organization, especially the mission and goals statements.

Be Ready To Be Trained

Types of Training:

- a simple self-directed study
- a lengthy 4-12 week course

How to Get the Most From Your Training:

- Communicate often with your trainer or facilitator.
- Give thoughtful responses.
- Be careful with everything you post. You might want to use a Word document and post from there.
- Some will allow you to teach with a mentor assigned to your class as well.
- Be POSITIVE 😊

Tips on Putting Your CV Together

- Brief but detailed writing
- Reverse chronological order
- “Boil down” the number of words and condense information
- Employers are more interested in what you have accomplished – the impact, rather than the details of your work
- Proof for typos, spelling, grammatical errors

Your CV

Possible Headings:

- Education
- Honors/Awards
- Professional Organizations
- Internship
- Languages you speak
- Technical skills
- Community service
- Related experience
- Presentations
- Grants
- Publications

Virtual Charter High Schools

- Hold a current 7-12 certification in your content area and be experienced teaching on the secondary school level.
- You must successfully complete your training through one of VHS' professional development offerings, either the 10-week, six graduate credit NetCourse Instructional Methodologies or the 22-week, twelve graduate credit Teachers' Learning Conference.
- You must be employed by a school district which belongs to the Virtual High School collaborative.
- For more detailed information on the Virtual High School Global Consortium, visit:
<http://www.govhs.org/Pages/InfoFor-Home>

Brick and Mortar 4 Year Universities – Online Teaching

- Predominantly adjunct positions
- Universities typically require a Curriculum Vitae listing your qualifications as well as a written statement of your educational philosophy

Community Colleges

- Do your homework.
 - What platform?
 - What courses/programs are online?
 - Student population?
 - Culture?
 - History of online programs?
 - What degrees are required?
 - More degrees- better position.

Community Colleges

- Most CCs have an intense training program where you will be emulating what students experience – usually not compensated.
- Some CCs are hiring full time online faculty who do not live in the immediate geographic area of the college (Ph.D. not necessary for community college full-time online positions).

Prior to an Interview

- Learn all you can about the school or organization.
- Google your interviewers
- Prepare responses to typical questions
 - Job Knowledge
 - Past Experiences
 - Situational Experiences (hypotheticals)
 - Work Requirements
 - Why do you want the job?

Interview Do's and Don'ts

Do discuss issues important to schools

- Retention
- Standards
- Leadership
- Communication
- Diversity
- Feedback
- Faculty you know personally who are in good standing

Do not discuss

- Politics
- Religion
- Your favorite sports team

The Do “Be’s” at the interview

- Be yourself
- Be organized
- Be enthusiastic
- Be professional
- Be courteous
- Be a bit humble
- Be prepared

The Don't Be's at the Interview

- Don't be garrulous
- Don't be negative
- Don't be argumentative
- Don't be dishonest
- Don't be in a noisy place
- Don't be disrespectful of ANYONE

After the Interview

- Ask when a decision will be made
- Send a thank-you note to the interviewer(s)
- Write down any questions that were challenging (this will help with other interviews).

Salary

- Differences between brick and mortar and online universities
- Varies - \$1K/month/course – fully online universities???
 - Higher for brick and mortar universities
 - First course may seem like a full-time job with compensation at minimum wage
 - There is a learning curve. Two courses are **not** twice the work.
 - In the “early days” I maxed out at 14 courses at a time at 8 universities – I felt like a crushed pine nut.
 - Other ways to make \$\$ - tutoring, committee work, conducting webinars 😊

After You're Hired...

Time Management:

- Recognize the finite nature of time.
- Develop a routine.
- Acknowledge that you cannot respond to every posting, but that students thrive on feedback.
- Be organized – lots of folders
- Queue system
- Prioritize
 - Classroom management
 - Solve problems (be proactive)
 - Feedback

After You're Hired...

Essential Technologies:

- A reliable computer – 2 is better than 1 – may want to have a reliable and small PC notebook
- Ability to transfer data between computers
- Back-up systems: www.datadepositbox.com
- High speed broadband access and broadband wireless card
- Virus protection for your computer
- Several Internet addresses (systems will go down)
- Professional website

What You Need to Know to Be an Effective Online Teacher

Kim, K, & Bonk,C, "The Future of Online Teaching and Learning in Higher Education: The Survey Says," *EDUCAUSE Review*, Vol. 929, No. 4, November/December 2006, pp. 36–48, <<http://www.educause.edu/eq> > (accessed April 26, 2009).

Table 3

Pedagogical Techniques to Be Used More Widely Online in the Coming Decade

Response Options	Number of Respondents	Response Rate (%)
Group problem-solving and collaborative tasks	356	65.4
Problem-based learning	316	58.1
Discussion	237	43.6
Case-based strategies	228	41.2
Simulations or role play	198	36.4
Student-generated content	190	34.9
Coaching or mentoring	162	29.8
Guided learning	155	28.5
Exploratory or discovery	147	27.0
Lecturing or teacher-directed activities	60	11.0
Modeling of the solution process	49	9.0
Socratic questioning	47	8.6
Subtotal	544	98.0
No response	18	2.0
Total	562	100.0

Plato and Online Learning

- Vicky Phillips, the designer of the first on-line counseling center (1990) for distance learners, proclaims that if the Internet had existed in 375 B.C., the ancient Greek philosopher, Plato, would surely have embraced the idea of teaching online.
- Online faculty know their student not by their physical appearance but instead, by their words and ideas – constructs that are sufficient and essential to Plato's idea of a liberal education.
- <http://www.salonmagazine.com/21st/feature/1998/01/20feature.html>

Plato and Online Learning

S/He Who Dares to Teach Must Never Cease to Learn

- A true liberal education is independent of time and place.
- Real education occurs in the minds of the students.
- Scholars develop their abilities to debate and argue their way through an issue.
- Effective teachers and students develop their abilities to exchange words and ideas with each other guided by intellectual curiosity and accuracy.

Questions & Answers

Marilyn Simon, Ph.D. in Education

- Faculty member at Richard W. Riley College of Education and Leadership

- 2001 Extraordinary Faculty Award Recipient



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Walden's Programs Addresses the Need for Online Learning

- Walden offers several programs for those interested in pursuing a career in the online learning field:
 - Ph.D. in Educational Technology
 - Ed.S. in Educational Technology (new as of March '09!)
 - B.S. in Instructional Design and Technology (new as of March '09!)
 - Upcoming Fall 2009:
 - M.S. in Instructional Design and Technology launching in September 2009
 - Certificate in Instructional Design launching in October 2009

New Programs in Instructional Design and Technology

Walden recently launched a **B.S. in Instructional Design & Technology**

- **There are three concentrations**
 - General Program allows the student to specialize into numerous fields (psychology, child development, etc)
 - Human Factors and Interface Design
 - Business and Organizational Change
- **What skills students have by the time they graduate?**
 - Be able to utilize a variety of multimedia software tools to enhance and deliver training and educational materials.
 - Be able to identify their organization's learning needs and effectively use a variety of commonly used technology to address those needs
 - Have the ability to design courses across disciplines
 - Apply academic theory and practical experiences to design training programs in higher education, corporate training, or government training settings
- **What are Career Opportunities for this degree?**
 - Instructional Coordinator/Designer
 - Training and Development Specialist
 - Curriculum Designer
 - Online Course Editor
 - Desktop Publishing specialist and Web Designer

New Programs in Instructional Design and Technology

Walden will also launch a new M.S. in Instructional Design and Technology in September 2009

- **There are three specializations:**
 - General
 - Training and Performance Improvement
 - Online Learning
- **Students in the Online Learning specialization will:**
 - Learn effective methods for managing and delivering online instruction
 - Apply up-to-date instructional strategies in combination with multimedia technologies and strategic course management tools
 - Develop and implement assessment strategies in online education and training environments
 - Review and analyze research and practical strategies for assessing student learning
- A Certificate in Instructional Design will also be offered in October 2009

Want more information?

Interested in obtaining your Ph.D., Ed.S., M.S., B.S., or Certificate in Educational Technology or Instructional Design and Technology?

Visit Waldenu.edu for more information!

Thank You for Attending

Thank you for participating in this
online career lecture.

It will be available on the
Walden University Alumni Association website at
www.WaldenU.edu/alumni

*Information on career services at Walden University
is available through the Career Services Center:
careerservices@waldenu.edu
<http://careercenter.waldenu.edu>*