

# Author Guidelines for Online Courses

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## Introduction

Welcome to the Author Guidelines for online course creation for the Nebraska Masonic Education. This document will outline the details of how to become a course author, how to construct a course, the technical details around course submission and also give you some resources to use when considering being an author.

If you have any questions not answered by this document, please contact the NME Course Committee through the e mail link on the web site.

## First Steps / Getting Started

The first step to becoming a published author of an online course is to submit a precis of the course to the NME Course Committee for consideration. A course suggestion form may be downloaded from the web site to fill out covering such items as name of course, length of course (i.e. how many units), details on resources used and so on. It will also be necessary to determine if you want the course to require a quiz, essay or presentation and be eligible for the certification program or if it is just general interest.

Topics for courses can come from any of the categories already in use on the web site or you can suggest something completely new.

The NME Course Committee will go over the application and then inform you if the course is accepted or if the application needs more work. When a course is accepted, you will be asked to commit to a due date for delivery of the course. When you deliver your course to the NME Course Committee, it will be checked for accuracy, etc. before being posted in the course catalog.

## Guidelines for Course Creation

Regardless if the course is intended for the certification program or general interest, it will need to conform to the following structure.

1. Introduction
  1. Explains the purpose of the course and what the student should know by the end of the course i.e. course objectives
2. Body of Course
  1. This is the main part of the course. Make sure that all the information needed to meet the course requirements can be found in this section
3. Summary
  1. A recap of the important points of the material that reinforces the learning objectives
4. Bibliography
  1. List of the sources used to construct the course material
5. Additional Resources
  1. This section should include reference to other resources if the student wishes to dig deep into the subject. Examples would be books, web sites, etc.

6. Activity (Optional)

1. This could be something that the student does to use the new information. Examples would include interviewing a Lodge member, giving a presentation to the Lodge or other activity.

7. Quiz / Essay / Presentation (Optional)

1. This section would only be needed if the course is intended to part of the certification process

### **Technical Requirements**

Since this material will have to be modified to fit the web, it will be required to be submitted as follows:

1. All files should be .rtf or .txt (check the "Save As" menu in Word) Do NOT use .doc.
2. No fancy formating, it makes it difficult to adapt to the web
3. Make sure to correctly attribute all material from other authors
4. A special e mail address will be established for submission
5. Any photo or graphics should be either .jpg, .png or .gif

### **Resources**

Here are some resources you can use to brush up your writing and course creation skills

#### ***Books***

**Secrets of Power Presentations** by Hendricks, Holliday Mobley and Steinbrecher  
ISBN 1-56414-242-6

**Presenting to Win; The Art of Telling Your Story** by Jerry Weissman  
ISBN 0-13-046413-9

**Art and Science of Teaching: A Model for Effective Instruction** by Robert J. Marzano  
ISBN 9781416605713

**Creating Training Courses When you are not a Trainer** by Donald McCain  
ISBN 1-56286-114-X