



Asynchronous Course Instructor (Summer 2024) The Student and Staff Experience at Historically Black Colleges and Universities

Overview

[The National Resource Center for the First-Year Experience and Students in Transition \(The National Resource Center\)](#) seeks an enthusiastic individual who would be interested in teaching a four-week asynchronous course pertaining to the staff and student experience at Historically Black Colleges and Universities (HBCUs) during summer 2024. This is a phenomenal opportunity for a colleague to expand their professional experience and join The National Resource Center community.

Instructor Requirements

Must hold a minimum earned master's degree and understand the HBCU experience. This can be achieved in a combination of ways: (a) Currently or previously employed at an HBCU in any capacity (i.e., faculty, staff), (b) Published research and/or reports on any aspect of HBCUs, (c) Facilitated presentations, workshops, keynote addresses pertaining to HBCUs. This list is not inclusive: We welcome and encourage applicants who have an interest in HBCUs to apply. The selected course instructor will earn a payment of \$1,500 in the form of a stipend (minus any taxes).

Course Development

This asynchronous course utilizes Blackboard. Approximately 30-35 students will enroll who are student affair practitioners and higher education leaders. We anticipate a considerable number will be currently employed at HBCUs. Students who are seeking Continuing Education Units (CEU) will earn credit upon successful completion of the course.

Each week of the course should focus on a major theme highlighting the HBCU experience. Potential themes/topics include: (a) advising and support, (b) student success, (c) faculty and staff engagement, and (d) student engagement. This list is not inclusive, and we welcome the expertise of the selected instructor to create a course that will be most impactful for those enrolled.

Timeline and Interest Submission

We will accept applications through Tuesday, November 27, 2023, via the [Google Form](#). Upon review of the materials, selected applicants may be invited for a brief meeting so that we can learn more about your interests and our HBCU work. We anticipate having a selected instructor no later than December 15, 2023. The instructor will have support from The National Resource Center staff during course development and instruction.

You can learn more about our [online course offerings](#).

If you have any questions about this exciting opportunity, contact Dr. Jamil D. Johnson, jj117@mailbox.sc.edu.

Duties and Deliverables

The National Resource Center will provide the selected instructor with:

- Opportunities for Blackboard training.
- Manage the course registrations.
- Support web portal for course management.
- Provide advisement for students.
- Assist instructor with course development if needed.

Instructor shall perform their duties as an online instructor for the National Resource Center for The First-Year Experience and Students in Transition

Instructor will be responsible for the following duties:

- Participate in training to prepare for using the Blackboard Course Management System.
- Work with System Administrator to design the online course. The course must be functional on the Blackboard Course Management System at least 3 weeks before the start of the course.
- Select and teach materials from approved curriculum. The curriculum must provide at least 3 hours of synchronous or asynchronous instruction/educational activities during each of the 4 weeks.
- Identify course readings including but not limited to textbooks, web-based resources, and other support materials at least four weeks prior to the start of the course.
- Create a syllabus that outlines the activities, readings, and content for the four-week course. The syllabus must also contain the course objectives, continuing education unit information, participation policies, etc. The syllabus must be submitted at least 45 days before the start of the course.
- Deliver at least one synchronous class meeting during the four-week course.
- Maintain ongoing asynchronous communication with students (and synchronous if appropriate) in online discussions and other web-based activities to assist them in achieving completion of objectives.
- Motivate students to actively participate in all aspects of the educational process, including but not limited to threaded class discussions or forums, online portfolios, outside assignments/projects, research, enrichment activities, etc.
- Respond in a clear and well-expressed manner to student questions and inquiries within two business days.
- Provide regular, accurate, and timely student-specific assistance, feedback, and support to students relative to their performance.
- Complete online instructor evaluation at the end of the course.

Advising Success Network

The National Resource Center for The First-Year Experience and Students in Transition is pleased to be a core partner in the Advising Success Network (ASN), a grant-funded initiative aimed to elevate advising as a priority, improve advising practice, and advance success for Black, Latinx, Indigenous, Asian, and Pacific Islander students and students from low-income backgrounds. This work supports advising as a student-centered process inclusive of academic, career, financial, and personal goals that attend to students' financial, emotional, and interpersonal well-being and academic success.

Advising

The ASN defines advising as “a student-centered process inclusive of academic, career, financial, and personal goals that attend to students’ financial, emotional, and interpersonal well-being and academic success.” This call for paper submissions considers advising as a broad term, a student-centered process assisting students in making intentional connections.

The course is funded by the Advising Success Network (ASN).

Contact Information

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