Course Development Opportunities

Open Learning and Educational Support (OpenEd) is recruiting course developers who can support the development of several new online courses in the Horticulture Online Studies program. We are seeking candidates with subject matter expertise in their respective field(s), an ability to write online course content, and a demonstrated commitment to teaching and online learning.

General Program Information

The horticulture courses are non-degree courses. All courses are 12 weeks in length, delivered completely online through the University of Guelph’s online learning management system, Daylight by D2L. Courses follow a three-semester system beginning in September, January and May. The courses are facilitated by an instructor and all students begin and end the course together. Courses are offered in a variety of subjects including plant identification, propagation and maintenance, nursery production, greenhouse management, landscape design, landscape ecology, turf maintenance, and urban agriculture.

Description of Courses

We are seeking candidates to develop the following new courses:

- Horticulture Capstone
- Business Principles in Horticulture
- Computer Assisted Drafting
- Cannabis Production
- Landscape Construction
- Graphic and Presentation Style
- Cannabis Facility Management
- Greenhouse Management
- Greenhouse Crop Production
- Plant Propagation

Project Timeline

Each course requires 8-12 months of development time. These three courses must be completed and ready to be offered by September 2019. The course developer may also apply to facilitate the course upon completion.
Responsibilities

We are looking for candidates who can work with the program manager and Distance Education development team to design and develop an online course as the subject matter expert representing the focused area of content associated with a course. This work will involve:

- Participating in planning meetings to determine the project schedule and design considerations (learner profile, textbooks, course description, course outcomes, program outcomes and unit structure).
- Designing, developing, and writing scripts for course content (lessons, readings, activities, assessments, etc.).
- Reviewing the existing content and developing new content with rich and relevant real-life examples and practical case studies.
- Proposing learning activities that reinforce key skills and allow students to apply their knowledge and practice.
- Selecting appropriate course readings from a variety of academic and published sources for online library course reserve.
- Identifying media components and working with the media and copyright coordinators to incorporate media into the course.
- Participating in the quality review and revision processes with the distance learning program development specialist.

Qualifications

- A university degree from an accredited institution with expertise in the subject area related to one or more of the courses listed above
- At least three years of industry experience related to one or more of the courses listed above
- Experience as a student and/or facilitator in an online learning environment
- Teaching experience or a diploma/degree in adult education with skills in curriculum development is a definite asset
- A level of confidence with computer technology and the ability to master a learning management system
- Access to the internet, personal computer, basic audio/video equipment and software to participate in the work involved in this position

Essential Skills and Abilities

- Passionate about learning and teaching
- Flexible, resourceful, creative and self-motivated
- Excellent organizational and time management skills and a capacity to deliver within given deadlines
- Exceptional written and verbal communication skills
- Familiar with and an ability to access academic and community resources
- Competent with Microsoft Office suite including the use of shared files
- Independent and collaborative with an ability to work with the assigned distance learning program development specialist
- Detail oriented with an ability to edit and revise work as necessary
Location

Course development work can be completed remotely if you are available to attend regular meetings during normal business hours (Monday to Friday, between 9 a.m. and 5 p.m. EDT).

To Apply

If you are interested in this opportunity, please submit a cover letter indicating how you meet the stated criteria and an up-to-date resume outlining your experience and qualifications. In your cover letter, please indicate which course you are interested in redeveloping and indicate your availability.

Submit your application as one file in Word or PDF format via email to Erin Camm, manager, program development.

We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.

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Continuing Education at OpenEd

Continuing Education at OpenEd provides innovative, high-quality professional development programs that reflect the unique teaching expertise and research strengths of the University of Guelph. We offer over 100 courses delivered to students in 26 countries, creating a network of learners who bring a rich, diverse cultural experience to our courses and programs.