Contribute to Course Development in the Academy of Peer Services!

Our instructional design team is looking for volunteer learners willing to review courses prior to their release. These reviews help our designers and subject matter experts identify improvements to the courses offered by the Academy.

As a course is prepared for release, a small group of volunteers will be selected as reviewers. Each will receive online access to the course for 1 to 2 weeks. During this time, each volunteer will review the course and complete a brief survey about his/her learning experience. Occasionally, volunteers may be contacted by the design team for additional information or clarification. All contact and activities will be completed online, by phone, or email. The amount of time per course will vary, but is expected to range from about two to five hours each. Not every volunteer will be asked to review every course.

For any courses for which you complete the review, you will earn the certificate of completion for that course without having to re-take the course. You will only be asked to complete the course exam.

FAQ's

Why does APS want volunteers?

Getting feedback from peers is invaluable. Although the design team and subject matter experts carefully plan each course, peer learners are best able to say whether the content, format, activities, and resources are helpful.

How do I volunteer?

Send an email confirming your interest to Amy Spagnolo amy.spagnolo@rutgers.edu. Please include your telephone number and email address where we can reach you. You will receive a short survey that collects some basic demographic information to ensure we are including a diverse group of testers.

How will I know if I am selected as a reviewer?

A member of the design team will contact you to let you know that you are on the volunteer list. You will receive instructions and the evaluation form to use.

How often will I be asked to complete a review?

The frequency and number of reviews will depend on the number of people who volunteer and other factors. It is also important that volunteers represent the diversity of peers and geographic regions throughout New York State. Reviewers will be selected so that a balance of diversity is represented.

What will the volunteers do?

When invited to do a review, you will access the course online and complete it just as you would the courses for which you have enrolled. You will complete all learning activities in the course, including viewing links and videos and reading assigned materials. Then you will complete a brief survey about your learning experience and email it to the design team. The design team may contact you by phone or email to further discuss your learning experience.

How long will a review take?

The length of courses varies, with most expected to take from two to five hours. You do not have to complete the entire review in one sitting. You may start and stop at your leisure, just as you do for the courses in which you are enrolled.

Is there a time limit for completing my review?

Yes. In order to keep the design process moving and release courses on time, you will be asked to complete your review within one to two weeks of receiving access to the course.

What if I don't have time right now to do a review or am just not up to it?

That's fine. You can refuse to review a course at any time. You don't have to give us a reason for declining, but please let us know you are not doing it.

What if I am reviewing a course and something happens so that I can't finish my review on time?

We understand that unforeseen circumstances can sometimes interfere with the best of intentions. Please let us know that you can't complete the review.

What if I decide I don't want to do any more reviews or I change my mind?

No problem. You may stop being a volunteer any time you wish. Just send an email to amy.spagnolo@rutgers.edu letting us know your decision.

More questions?

Contact Amy Spagnolo at amy.spagnolo@rutgers.edu who will be able to help.