Online/Hybrid Course Proposal Form

Part III. Use this form to propose online and hybrid English courses. Submit this form along with the New Course and Course Change Proposal Form to the Lower Division, Upper Division, or Graduate Committee for approval, as appropriate,

♦ The Upper/Lower Division/Graduate Committee forwards the Online/Hybrid Course Proposal Form to the Web-based Curriculum Committee once it is approved.

♦ Web-based Curriculum Committee evaluates the developed course for compliance with the guidelines listed on the Course Evaluation Form (available at http://www.mtsu.edu/english/Web/Englishonline.php). The Committee communicates its recommendations to the faculty member and to the appropriate curriculum committee. The Web-based Curriculum Committee chairperson also provides a list of approved online/hybrid courses and instructors to the department chairperson.

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<tr>
<th>Department</th>
<th>Course Prefix</th>
<th>Number</th>
<th>Title of Course</th>
<th>Credit</th>
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A. Online Course Justification
   1. Indicate the rationale for offering the course in an online/hybrid format (see sample http://www.mtsu.edu/english/Web/Englishonline.php).

   2. Describe how the methods and forms of instruction in the online/hybrid course succeed in achieving the goals of its traditional counterparts.

B. Course Description and Delivery
   1. Attach a printed draft of the tentative course syllabus. (Expand on the information from B, C, and D in Part II of the New Course and Course Change Proposal Form. Pay special attention to the ways in which the online/hybrid syllabus may differ from a regular syllabus.)

C. Course Communication
   1. List in a clear policy statement all forms of communication that will be required and/or permitted in this course (include classroom civility issues).

   2. Provide a clear description of the D2L tools used to foster teacher/student and student/student interactivity. Online/hybrid courses must include D2L gradebook, email, dropbox, and discussion board functions—whole class or small group—and at least one of the following: virtual chat, small group virtual chat, or another D2L communication function as needed or desired for the course..