

PROPOSAL FORM

ONLINE COURSE DEVELOPMENT/REDESIGN



MTSU Online, University College

Your signature, and that of your department chair, are required on the last page of this form. Upon completion, please send to MTSU Online, via email scan, to carol.hayes@mtsu.edu or via campus mail to Box 54.

COURSE DESIGNER INFORMATION

Today's Date:
Developer Name:
Department:
College:
Faculty Status:
M Number:
Email Address:
Campus Address:
Office Phone Number:
Direct Supervisor:
Supervisor Email address:

COURSE INFORMATION

Development () Redesign ()
Online () Hybrid ()
Course ID and Title:
Number of Credit Hours:
Virtual Seat Limit (15, 20, 25, 30, more than 30):
Course Approval Received: UCC () Graduate Council ()
Target Semester of Delivery:
Is Permission of Department (POD) required for student registration: Yes () No ()
If yes, who will issue POD:
Email address of POD Issuer:
Required face-to-face meetings: None () Up to 15 Hours ()
Will e-Publisher materials/content be incorporated into course design/instruction: Yes () No ()

TRAINING

Have you previously developed online or hybrid courses? Yes () No ()
Have you completed required training (LMS and Instructional Design Specialist): Yes () No ()
Training Dates:
Trainer Name(s)

APPROVALS, NOTIFICATIONS, AND UNDERSTANDINGS

(Please answer Yes or No to each.)

These statements apply to new course developers only.

- I understand that fees are paid only for courses which have not been previously developed for online or hybrid delivery.
- I understand that training, on the LMS, online course design and instruction, is required prior to development and instruction.

These statements apply to all course developers.

Development Contract

- I understand that a signed and approved **MTSU Online/Hybrid Course Development Agreement** must be on file in the MTSU Online Office **prior to completion of course development**, or I will not be compensated.

Course Development, Completion, Compensation

- I understand that I must entirely complete (including all related assessment activities) the development of this course in Desire2Learn (D2L) prior to submission for evaluation/approval.
- I understand that the standard, accessible syllabus template provided in the LMS must be used in the design of this course.
- I understand that development of original course content is required. Publisher, or other pre-produced content, may be utilized but should be thoughtfully integrated into the original course content produced by the developer.
- I understand that if a fully-developed course containing original content is not posted to the MTSU-supported LMS, I will not be compensated and that the course will not be approved for delivery.
- I understand that the course must be designed so it can continue to run, allowing student completion, if a publisher's (or other external) website is unavailable.
- I understand that MTSU online/hybrid courses are to be designed for use by other instructors.
- I understand that **online** courses will not be designed to require any face-to-face meetings and are to be taught asynchronously
- I understand that online/hybrid course materials will be housed on an MTSU-designated server.
- I agree to abide by University College policies and procedures, noted on its website, and as explained in the Distance Education Course Guidelines.

Online Faculty Mentor (OFM)

- I understand that an Online Faculty Mentor (OFM) will be assigned to me to serve as a resource and to assist, as needed, in course development, evaluation, and approval.

I understand that revisions recommended by my Online Faculty Mentor (OFM) will be taken into consideration, and any course changes will be made prior to submission to the Department Chair/School Director for approval.

Online Course Scheduling

I understand that courses will not be added to a semester schedule until peer reviewed and reviewed and approved by my department chair/school director or dean.

Online Course Instruction

I understand that the instruction of online and hybrid courses requires frequent interaction, engagement and provides a variety of assessment techniques and addresses various learning styles.

I understand that the department chair/school director may appoint other faculty members or qualified adjuncts to instruct this course.

I understand that **hybrid** course students may be required to attend on-campus or face-to-face meetings of up to, and not more than, fifteen (15) hours during a semester.

Online Course Maintenance/Redesign

I understand that as a developer I am required to maintain the course throughout the contract period (including revising assignment due dates one month prior to the beginning of each semester), to share the approved content with sectional instructors, and to review and approve any minor course changes requested by sectional faculty.

Development Requested

Faculty Course Designer Signature: _____

Date: _____

Approved for Development

Department Chair/School Director Signature: _____

Date: _____

Revised 7.3.2018