Teaching and Learning Center
Instructor Course Design Proposal

Instructors who would like substantial assistance in designing an online or blended class should submit a proposal to the Teaching and Learning Center (TLC). We request the proposals to help us efficiently manage and plan our workload and resources. The course design provides initial and supplemental information about the course that will assist the Instructional Design Development team in preparing a course design plan and timeline.

Proposals are not used to screen or select projects. All proposals will be accepted until the quota for the semester is met. Course acceptance quotas are set by the Director of TLC, based on availability of our personnel.

The deadline to submit proposals is **two full semesters** prior to course delivery. Please submit proposals electronically to Sandra Selick, Director of TLC at selick@fdu.edu or intercampus mail at H-DH2-15. If you have any questions regarding the proposal or the course design process, please contact Sandra via email or call (201) 692-7061.

Once an Instructor Course Design Proposal is submitted, the person identified as the primary course instructor will be notified via an email confirmation. An initial meeting will be scheduled within two weeks of receipt of the proposal.

By submitting a proposal, you are agreeing to working according to the TLC's Course Design Process. This process requires an initial "Getting Started" meeting with all course developers (course developers include course instructor or instructors, assigned instructional designer, and Director of TLC) and department chair, if needed. This initial meeting will orient the course instructor or instructors to the Course Design Process. This process includes weekly meetings between the course instructor or instructors and the assigned instructional designer. The working relationship between the instructional designer and course instructor or instructors will also be outlined during this first initial meeting. Instructional designers are not content experts; the content must be developed by the instructor and submitted in the format requested by the instructional designer.

Our process includes working with you to develop a Course Development Timeline, with dates agreed upon by all course developers. It is your responsibility to meet all of your deadlines on the timeline and attend all scheduled meetings, or your course may not be ready in time. TLC cannot guarantee any course delivery deadline if at any time the instructional designer does not receive content that is requested, the designated timeline delivery dates are not met by the instructor or instructors, or more than two meetings are missed by the primary course instructor.

This Course Design Process is a mutual agreement between the course instructor or instructors and the assigned instructional designer. If at anytime the course instructor or instructors are not satisfied with the progress of the course design, please contact Sandra Selick (selick@fdu.edu or (201) 692-7061. Quality course development is TLC's top priority.

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Proposal
Please save this form on your computer and type your responses below.

1. Primary instructor's name:

2. Course name and catalog number:

3. Department:

4. Department Chair:

5. Primary instructor's email:

6. Primary instructor's office phone:

7. Primary instructor's home or cell phone:

8. List all other instructors (if any) along with their email addresses:

9. Is this a new course in the FDU catalog? If so, please provide a written statement from your Dean verifying that this course is expected to run at least twice. Course development takes a lot of our personnel time, and we want to make sure that our effort is targeted to classes that will have a lasting impact.

10. Please provide course description.

11. Is this course being delivered fully online (no in-person meetings), blended (some in-person meetings), or web-enhanced (always meeting in-person)? Please explain the course meeting structure.

12. What is the platform you are planning for the course delivery (Webcampus or other)? If you choose other, please describe or explain.

13. Have you taught this course before? If yes, how did you teach this course (in-person, online, or other)?

14. Are you seeking full course development assistance from the Teaching and Learning Center or partial course development assistance? Please describe your course development expectations.

15. Is this course offered at an undergraduate or graduate level? Is this a major or an elective course? Please explain where this course fits in the overall academic course program curriculum for your department.

16. List all prerequisite courses for this course.

17. Are there required books or readings for this course? Please list all books and readings. Are any of these books or readings available online?

18. Is the content for this course already developed? If yes, who is the content creator?

19. Do you plan to use a course cartridge, a course publisher website, or other publisher or commercial resources for this course? If so, please explain in detail.

20. Please list your course learning objectives. What is the source of your course learning objectives (created by course instructor, mandated by the department, or other)?

21. Please describe your methods for assessing your students.

22. Please describe the types of student assignments this course requires.

23. Do you have a syllabus for this course?

    If yes, is this course syllabus developed by the course instructor, given to you by the department, or other?

    Are you planning to revise the course syllabus?
    Please submit the syllabus with this proposal.

24. Does this course use audio/visual components?

   If yes, please explain.

   If no, do you want this course to have audio/visual components? Please list types of audio/visual components you plan or want to use and if you have copyright clearance for these components.

25. Are there any special prerequisite computer skills or other types of skills, competencies, or specialized resources required in order to take this course?

   If yes, please describe in detail and include if these resources are supplied by the textbook publisher

26. Describe the types of student-to-student interaction for this course.

27. Describe the student interaction with the content for this course.

28. Describe your interactions with the students for this course.

29. Are you aware of any unresolved copyright issues with the content or any material used in this course? If yes, please explain in detail.

30. Does the course use electronic synchronous communication with the instructor, select students, or entire class? This could be in the form of text, audio, or video real-time interaction.

    If yes, describe the type of synchronous interactions you are using or want to use.

31. Please describe any other information you want to communicate to the Teaching and Learning Center about your course. Identify any particular areas and/or issues in this course where the instructor wants to ask for feedback from TLC.

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