

INDIANA UNIVERSITY SOUTH BEND

Distance Learning Course Development Grant Application

Note: Before submitting this application to the Distance Learning selection committee, please submit it to your Department Chair for review and approval to ensure that your proposal meets the overall departmental program requirements and specifications. Also, please review the materials posted at our Distance Learning website -- www.distance.iusb.edu.

Should you have questions prior to submission, please contact Dr. Marianne Castano Bishop at UCET (ext. 4543; cbishopm@iusb.edu).

General proposed course information:

Applicant _____ E-mail _____

Campus phone _____ Preferred phone number for follow-up _____

Course number and title _____

Are you currently teaching this course using technology? Partially Not at all
If partially, list the technology and how you have used it for the course.

Do you have any prior training in online teaching? Yes No

If yes, please elaborate. _____

Have you ever developed an online course? Yes No

If yes, please elaborate. _____

What computer platform do you currently use? PC Macintosh

What is the **estimated** course enrollment per section of the course? _____

What is the **maximum** enrollment per section of the course? _____

How frequently would the course be offered? once per semester once per year

When is the course usually offered? fall spring summer

Does this course fulfill General Education requirements? Yes No

Is this a core course requirement within your department? Yes No

Will any other proposal(s) related to this course be submitted to another funding source?

Yes No

If yes, please describe briefly: _____

Course Transformation:

1. What technology/delivery method (e.g., videoconferencing, DVD, website, course management system) do you envision using in this course? Describe reasons for this choice, your experience and/or training you would like to receive.

2. Describe your current ideas for transforming this course to a distance education platform. For instance, will the course be synchronous (students must be present online at the same time) or asynchronous (students access material online at any time)? Please note, for this round of proposals, selection priority will be given to fully online courses.

3. Describe how you will assess students' levels of computer literacy; and address student-faculty as well as student-student interaction, student readiness for online instruction, and your own readiness to teach the course online.

4. If you know now what kind of assistance or training you would need, indicate that here.

Note: When your proposal is approved for funding and development, you will be asked to attend a one-day Distance Learning Seminar (DLS) at UCET which may include, but is not limited to:

- *Oncourse CL Basics*
- *Oncourse CL Intermediate*
- *Instructional Design*
- *Online Facilitation*
- *Best Practices*
- *Assessment*

The Memorandum of Understanding (MOU) will be developed by you and the DL consultants who will collaborate with you to design your course. The MOU will include the timeline for development of course requirements, responsibilities of team members, and other specifications. You may also be asked to attend workshop(s) in addition to the DLS topics listed above to familiarize yourself with the technological tools you will be using to develop the course.

5. Describe your plan for student and course assessment.

Development Stipend

Development of this course is scheduled for (semester)_____ (year)_____.
This course will be taught for the first time in (semester)_____ (year)_____.

Currently, faculty stipend to develop the course is as follows:

- \$4,000 (for 3- or 4-credit course)
- \$3,000 (for 2-credit course), and
- \$2,000 (for 1-credit course).

Your department will receive an additional amount equal to 25% of the grant awarded to you. After the first time your online course is taught, a stipend of \$500 per section will be paid to your department each time the online course is taught again.

You will receive the first half of the stipend after the Memorandum of Understanding has been finalized and all approval signatures obtained. The balance will be paid upon completion of the activities outlined in the Memorandum of Understanding.

Signatures on this application indicate a commitment on the part of the department and the faculty member submitting the proposal to develop the proposed course and teach it in the semester agreed upon in the MOU developed with the UCET based consultants.

While it is assumed that the faculty developing the course will teach the course, the department chair retains the right to reassign this course to another faculty member who may choose to use the course materials developed under this development grant.

All online courses are subject to the Indiana University Intellectual Property guidelines related to distance learning courses. To review these guidelines see http://www.indiana.edu/~deanfac/acadhbkb/IPPolicy_Adopted_050208.pdf

Approval signatures/date

Applicant

Date

Department Chair

Date

Dean

Date

Please submit this application with the following attachments:

- 1) a letter from your department chair in support of your proposal, detailing the benefits to your department and students as well as how this fits into your department's program and curricular requirements, and other relevant information,
- 2) a copy of your existing course syllabus, if available, and
- 3) a copy of the syllabus for your proposed online course.

Submit your application with all the required documents and signatures to:

***Distance Learning Course Development Selection Committee
UCET
Northside 244***