

ONLINE COURSE & STIPEND REQUEST

Online development stipends are available to faculty for course development, contingent on availability of funds, at \$675 per credit hour.

The guidelines to receive the development and training stipend are listed below:

1. Courses to be offered online must be approved in advance by the department chairperson and dean.
2. The new course will be offered fully online at least once a year for three consecutive years.
3. Unless waived by OEL, the instructor agrees to participate in the Intensive Course Design series provided by OEL (regularly scheduled for faculty convenience).
4. To receive compensation, the instructor must have completed approximately 50 percent of the course as outlined below. Fifty percent course completion includes:
 - a. Syllabus
 - b. Course outline and assignments
 - c. Textbook and other materials identified for the student
 - d. Instructor information
 - e. Announcement and audio welcome
 - f. The first four weeks of lecture material and discussion threads, assignments, quizzes and tests for the first four weeks of the course
 - g. Some interactivity and exercises and/or a plan for frequent communication with students

NOTE: Course cartridges are good resources, especially for multimedia materials, but courses must include original faculty lectures to qualify for stipends.

5. The instructor will arrange a course review with OEL; once approved, the development stipend will be processed as a one-time salary adjustment during the first semester the course is offered.

After reviewing the guidelines, please note your agreement by signing below:

Name (please print)

Date

Signature

Send this completed form to Krista Heiser, Office of Extended Learning, 241 French Hall.

INSTRUCTOR (to be completed by)

Date _____

Instructor name _____

Title _____ Dept. _____

Course name _____ Course number _____ # of credits _____

Semester _____ Faculty _____ Overload _____ Inload _____ Adjunct _____

DEPARTMENT APPROVAL (to be completed by)

Department chair _____

Approve _____ Deny _____

Signature _____ Date _____

COLLEGE APPROVAL (to be completed by)

Approve _____ Deny _____

Signature _____ Date _____

OFFICE OF EXTENDED LEARNING APPROVAL

Approve _____ Deny _____

Signature: _____ Date: _____