Online development stipends are available to faculty for course development, contingent on availability of funds, at $1,000 per credit hour, excluding labs and independent study courses. Stipends for mixed-mode courses are $675 per credit hour.

1. Courses must be approved in advance by the department chairperson and dean.

2. The sponsoring department must agree to offer the new course online or mixed-mode at least once a year for three consecutive years.

3. The faculty member agrees to participate in the Intensive Course Development and audio/video professional development provided by OEL.

4. To maximize the use of university resources, stipends will not be awarded for courses for which other monies have been approved by the Thompson Center for Learning and Teaching.

Criteria

5. To receive compensation, the instructor must have incorporated in his/her course:
   a. Syllabus outlining the course and assignment schedule in detail.
   b. Evidence of frequent and regular interaction planned between students, such as discussion threads and group projects, and between faculty and students.
   c. Instructor contact information prominently placed in the correlating course area.
   d. “Getting started” announcement with details on how to proceed.
   e. Weekly units (folders) with consistent navigation and appearance.
   f. Course content for at least the first seven weeks, including
      • Learning objectives/learning outcomes stated at the beginning of each unit.
      • Materials, activities, assignments and assessments tied to the learning objectives/outcomes.
      • Grading rubrics for assignments.
      • For fully online courses, lecture material with audio or video accompaniment featuring the instructor in at least three of the weekly units. This may include computer-assisted presentations such as narrated PowerPoint files, audio files, screencasts, Flash or other video files, videotaped lectures, or synchronous sessions via Elluminate or Blackboard conferencing technology. PowerPoint files developed as bulleted outlines must include full narration or full sentences if the context of the information is not complete; this includes files created by textbook publishers.
      •Course cartridges are good resources, especially for multimedia materials, but courses must also include original faculty-developed material to qualify for stipends.
      • For mixed-mode courses, lesson descriptions for face-to-face sessions may substitute for multimedia files, as OEL encourages the “flipped classroom” and active learning activities.

OEL encourages faculty to conduct a self-evaluation of the course, using the MCCVLC rubric provided in the Intensive Course Development training and also available at http://www.umflint.edu/sites/default/files/groups/Office_of_Extended_Learning/pdf/mccvlc_rubric.docx. The rubric was created by a task force of the Michigan Community College Virtual Learning Collaborative based on generally accepted instructional principles and related documents from The American Council on Education, The Higher Education Program and Policy Council of the American
Send this completed form to Krista Heiser, Office of Extended Learning, 241 French Hall.

INSTRUCTOR

Date ________________________

Instructor name ________________________________

Dept. _______________________________ Full-time faculty ______ LEO ______

Course name _______________________________ Course number ____________________

Semester ________ Year ______ Mixed mode ______ Fully online ______

# of credits ______ Does the # of credits include a lab component? Yes ______ No ______

Is this course independent study? Yes ______ No ______

Your signature below confirms you have reviewed and agree to the guidelines above.

Signature ________________________________

DEPARTMENT APPROVAL

Department chair _____________________________________________________________

Approve ______ Deny ______

Signature ________________________________ Date _________________

COLLEGE APPROVAL

Approve ______ Deny ______

Signature ________________________________ Date _________________

OFFICE OF EXTENDED LEARNING APPROVAL

Approve ______ Deny ______

Signature: ________________________________ Date: _________________