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 successfully complete the Intensive Course Development class with a score of 80% or better.
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 Blackboard Collaborate or other 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.

      Publishers provide 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.

   g. All media housed in the course must be ADA compliant. Resources like automatic machine captioning are available to make this easier. Please contact our office if you need help with the following requirements:
      • All audio, video, or other multimedia is captioned or accompanied by a transcript.
      • All instructor-created course documents (Word, PDF, etc.) are accessible.
      • All images in the course contain alternative text.
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 _______

Is this course an elective or part of a program’s required curriculum? _____________________

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:_____________________

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