Appendix B

# Request for Proposal for Online Course Development

*(Adapted from a Penn State Harrisburg document)*

## Faculty Information:

Faculty Name:

Program:

Division:

Office Phone: (610) 396-\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_@psu.edu

List other faculty who might work with you (peer consultants) on the development of the online course and who might also be prepared to teach it, and note the extent of your consultations with them prior to proposal submission:

Describe your experience with eLearning (formal training, use of learning management systems, previous hybrid/blended teaching experience, previous online teaching experience):

## Course Information:

Course Designation and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course type:

\_\_\_\_\_ Undergraduate course

\_\_\_\_\_ Gen Ed course

\_\_\_\_\_ Elective course

Is this a new course offered at Berks? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe course target audience:

Identify certificates/degrees/programs that require this course:

Will this course also be available in a face-to-face format?

\_\_\_\_\_ Same semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Same academic year? \_\_\_\_\_ Yes \_\_\_\_\_ No

How often is this course currently offered?

How often do you anticipate this course being offered online?

Provide course enrollment history, including current demographics; current, past and projected enrollment data; and demonstrated enrollment demand:

Does the course use a standard textbook? \_\_\_\_\_ Yes \_\_\_\_\_ No

If No, please describe or explain.

Anticipated audio/visual component needs:

\_\_\_\_\_ Commercially produced components via CD, DVD, etc.

\_\_\_\_\_ Audio/visual learning objects or links to audio/visual components on the Internet

\_\_\_\_\_ College/instructor produced audio/visual components

\_\_\_\_\_ Penn State Library eReserves (estimated number \_\_\_\_\_\_\_)

\_\_\_\_\_ Publisher produced audio/visual components

\_\_\_\_\_ Other:

Do you anticipate any copyright issues with regard to the materials used in this course?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please describe or explain.

Anticipated hardware/software needs:

\_\_\_\_\_ Course specific software

\_\_\_\_\_ Web conferencing application

\_\_\_\_\_ Software required for student purchase:

\_\_\_\_\_ Hardware required for student purchase:

\_\_\_\_\_ Other:

\_\_\_\_\_ None anticipated at this time

## Rationale for Proposed Course:

Which of the following criteria are met by the course you are proposing?

\_\_\_\_\_ Area of unique institutional strength

\_\_\_\_\_ Lack of classroom capacity

\_\_\_\_\_ Demonstrated enrollment demand

\_\_\_\_\_ Relieve scheduling bottleneck

\_\_\_\_\_ Provide flexibility in student scheduling

\_\_\_\_\_ Increase student access to course

\_\_\_\_\_ Share our courses with other Penn State campuses

\_\_\_\_\_ Outreach course with a potential for high enrollment

\_\_\_\_\_ Serve new students

\_\_\_\_\_ Innovative & creative use of online education

\_\_\_\_\_ Other (Explain)

## Assessment:

Anticipated assessment strategies:

\_\_\_\_\_ Online quizzes

\_\_\_\_\_ Proctored exams

\_\_\_\_\_ Discussion boards

\_\_\_\_\_ Essays/research papers/reports

\_\_\_\_\_ Journaling/reflective writing

\_\_\_\_\_ Peer review

\_\_\_\_\_ Drill and practice for self-assessment

\_\_\_\_\_ Case studies

\_\_\_\_\_ Portfolio

\_\_\_\_\_ Individual Projects (student-created web pages, PowerPoint presentations)

\_\_\_\_\_ Group Projects

\_\_\_\_\_ Other (Explain)

## Course Redesign for Online Delivery (if applicable):

Describe the types of changes you are thinking of making, addressing how these changes will affect the learning environment and the student learning in your course:

## Provide a current syllabus for this course.

**Signature of Faculty Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature confirms that all information provided is accurate, and that I have read and understand the University’s [**Policy IP03 Courseware**](http://guru.psu.edu/policies/IP03.html). I agree to work with the Center for Learning & Teaching team in the design, development, and delivery of this online course.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Division Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**