

*All required documents are due no later than the due date for the 2nd schedule iteration for Credentialed faculty and 30 weeks from intended delivery for Non-Credentialed faculty.

Intent to Develop & Deliver Online and Hybrid Courses

Instructions

Submit the following documents to the DL Support Staff (DLProposal@potdam.edu):

- This form – the Intent to Develop & Deliver
- Course Syllabus, including the course outline/schedule (*Note: please see [DL Policies](#) for an explanation of minimum syllabus requirements and an example.*)
- If a new course with permanent numbering, a [Banner Catalog Entry Form](#)
- If a new course with 95 numbering, a [Banner Special Topics Form](#)

Questions about this process can be answered by the DL Coordinator (phillimj@potdam.edu) or the DL Support Staff (DLProposal@potdam.edu).

To be completed by the Faculty Member

Name: _____

Are you a credentialed online teaching faculty member? Yes No Unsure

Course subject code: _____ Course number: _____ Title: _____

Proposed term this course will be initially delivered online: _____

Is this course: new an existing face-to-face course?

Plan for course delivery: Asynchronous¹ Synchronous² Combined³ Hybrid⁴

List all course meeting days/dates/times for any synchronous and/or hybrid class components:

Are you seeking compensation for development? Yes* No

**Publisher-developed content, course packs/cartridges, etc. may not qualify for compensation.*

Acknowledgement: By signing below, I, the faculty member, agree to develop the proposed course (indicated above) in accordance with SUNY Potsdam's Policies for online course development and delivery and in compliance with the Technology, Education, and Copyright Harmonization act (TEACH) act. I understand that the course may only run after the Open SUNY Course Quality Review (OSCQR) process has been completed and "passed" in accordance with the established policies.

I understand that the course that passes OSCQR must be the same course in content and structure that is delivered to students. I also acknowledge that this course will be "refreshed" using OSCQR on a recurring three-year cycle.

Faculty Member Signature: _____

Date: _____

Please note: After you submit the required documents, the *Intent to Develop & Deliver* packet will be reviewed by various offices for required authorization before your request is approved. You will be updated throughout this process. If approved, the assigned Instructional Designer will contact you to establish a course development timeline.

¹ The course is 100% online with no requirements for face-to-face contact, on-site instruction, or for the student to be online at specified times (excepting proctored exams).

² The course is 100% online and all direct instruction occurs in real time without time delay.

³ The course is 100% online and instruction combines Asynchronous and Synchronous types in any proportion.

⁴ Some of the direct instruction (0.01% - 99.9%) for the course's curricular content is delivered to the student via online and the remainder is delivered face to face.