Application for Hybrid Course Development – SUNY Potsdam

Faculty Member: _____   **Date:** _____

Course Number & Title: _____

Format: **Hybrid**   **Number of Credits:** _____

Hybrid: 25-89% delivered online; some face-to-face/campus-based meetings required.

Requirements fulfilled by this course: (e.g. General Education designator, core course, elective course)

_____

On a separate page, please provide the following:

1. **Rationale for developing proposed course.** Discuss the nature of the target audience, appropriateness of online pedagogy, and role of the course in general education or a degree program.

2. **Please describe your experience teaching online, or the activities in which you will participate to learn online pedagogy.** It is recommended that you participate in *The Pedagogy & Technology of Online Learning* seminar offered by the Office of Extended Education, or participate in one of the online courses offered by the SUNY Center for Professional Development if you have not previously taught an online course

Please check all technologies and web resources you intend to use in your proposed course:

☐ Video (direct uploads)   ☐ Social Networking (Facebook, Twitter, etc.)
☐ YouTube   ☐ Audio (e.g. mp3 podcasts)
☐ PowerPoint presentations   ☐ Synchronous utilities (Skype, Instant Messaging, etc.)
☐ Discussion Forums   ☐ Other

Semester/Session in which the course will first be delivered: _____

Proposed enrollment *(If less than 20, please attach rationale for reduced cap)***:** _____

By signing below, I, the faculty member/developer, agree to develop the proposed course, indicated above, in accordance with SUNY Potsdam's *Policy for Online and Hybrid Course Development* and in compliance with the *Technology, Education and Copyright Harmonization* (TEACH) Act. I understand that receiving approval to develop the proposed course does not guarantee approval to deliver the course. I understand that the developed course will be reviewed by one or more of the following during the approval process: Distance Learning Coordinator, Department Chair, School Dean, Chairs and members of the General Education Committee, the Arts & Sciences Curriculum Advisory Committee, and/or the Crane Undergraduate Program Committee, as well as peer evaluators and SMEs (subject matter experts) as required.

I understand that the distance learning course that receives approval for delivery must be the same course, in content and online structure within the LMS, that is subsequently delivered to students. I am also aware that all distance learning courses are subject to re-evaluation on a three year cycle from the time they are first approved for delivery, and that revision may be necessary should I wish to continue to deliver the proposed course.

_____	_____
Faculty Member/Course Developer	Date

By signing below, you are approving the development of the proposed online or hybrid course indicated above.

If you are not approving this request, please provide a brief written explanation and return this form to the proposer.

_____	_____
Department Chair	Date

_____	_____
Dean	Date

_____	_____
Distance Learning Coordinator	Date

This application may be submitted at any time for consideration. However, once approval is granted for development, the deadlines for submitting the fully developed course for formal review and approval are as follows:

Summer and Fall courses – **January 15**[th] | Winterim and Spring courses- **August 22**[nd]