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)
- YouTube
- PowerPoint presentations
- Discussion Forums
- Social Networking (Facebook, Twitter, etc.)
- Audio (e.g. mp3 podcasts)
- Synchronous utilities (Skype, Instant Messaging, etc.)
- 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 15th        | Winterim and Spring courses- August 22nd