

Bowie State University
Intent to Teach an Online / Hybrid Course Proposal

Directions: Double click on each gray box to complete the form.

1. TO BE COMPLETED BY THE INSTRUCTOR AND CHAIR REQUESTING SUPPORT

Last Name: _____ First Name: _____ M.I. _____
 Department: _____ Office Ext: _____
 BSU Email: _____ Alternate Email: _____
 Course Prefix (e.g., EDUC 349): _____ Credit Hours: _____
 Course Title: _____

***The course listed above must be already approved by the University Curriculum Committee.**

List the target semester and year for this course to be offered online? Semester: _____ Year: _____

 Faculty Name (Print) Faculty Signature Date

 Chair Name (Print) Faculty Signature Date

 Dean Name (Print) Faculty Signature Date

2. REQUIRED BSU ONLINE PROFESSIONAL DEVELOPMENT WORKSHOPS (Completed by Instructor)

There are 12 workshops, comprising 5 core areas as defined in the BSU Online Policy (IV, C, 1), currently delivered through 12 workshops. Which have you completed?

Core Area	Workshop	When?	Verification?
LMS & Content Management	1. Introduction to BSU Online	LOTTO	
	2. Content Management, Copyright & Fair Use	LOTTO	
Communication	3. Retaining Students with Effective Online Communication	LOTTO	
	4. Virtual Classrooms via Bb Collaborate	LOTTO	
	5. Bb Communication Tools	LOTTO	
Assessment	6. Bb Assessments, Assignments & Rubrics	LOTTO	
	7. Plagiarism/SafeAssign/TurnitIn	LOTTO	
	8. Bb Grade Center	LOTTO	
Online/Hybrid Pedagogy	9. Mapping the Syllabus for Online/Hybrid Classes	LOTTO	
	10. Best Practices for Teaching & Learning in the Virtual Classroom	LOTTO	
Evaluation	11. Learning and Course Assessment	LOTTO	
	12. Quality Matters	LOTTO	

If you are substituting training from another institution, please provide documentation. Not all training will be accepted due to specific requirements for BSU Online.

Notes:

3. ONLINE COURSE CONTENT PROPOSAL

This agreement between _____ (forthwith known as “Instructor”) and Bowie State University is entered into for the purpose of developing _____ as an online course. Both parties agree to continued communication and cooperation on opportunities, issues, and responsibilities addressed in this Intent to Teach Online proposal.

Goals (write course goals):

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-
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The Instructor will:

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The Instructor and Academic Computing will:

- Exchange information during the course development process to assure that all intended components and activities are included in the course template.
- Verify that the course contains detailed syllabus, course and module objectives, active learning strategies to engage students and appropriate assessment for online instruction.
- Apply the BSU Online Development Checklist, based on Quality Matters standards, to review the development template for the course.
- Make any changes needed in the course template to comply with Quality Matters standards.

Academic Computing will:

- Provide a generic course template compliant with Quality Matters Standards.
- Provide instructional design support during course development.
- Suggest technologies and technology resources that may be used to enhance the learning experience.
- Suggest technologies and technology resources that can be used for assessment.

Timeline (Instructor may adjust this)

Deliverable Item	Due Date
Syllabus and course schedule	
One sample module with all desired components	
Complete module structure	
Assessment activities and Grade Center configuration	

Please add extra lines to this table as needed.

Duration:

This proposal will remain in effect from _____ to _____ or until project completion.

Ownership & Copyright:

_____ (Instructor) will retain intellectual property rights for any material or content used to fulfill requirements for this proposal that was developed prior to this agreement without use of any funding by BSU. If copyrightable material is developed through this proposal, Bowie State University shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, the work for a period of five years.

Modification of Agreement:

_____ (Instructor) and Bowie State University may modify this proposal through mutual consent during the life of the agreement. Any amendment or appendix or modification will be executed in writing and will be subject to approval by each party in this agreement.

4. FINAL DEPLOYMENT APPROVAL: OFFICE USE ONLY (Completed by Academic Computing)

Quality Matters Review and Approval:

_____ The course **MET** the BSU Online Development Checklist requirements to be delivered online.

_____ The course **DID NOT MEET** the Blackboard Development Checklist requirements to be delivered online and needs to be revised.

(A copy of rubric and checklist is attached. Items that did not meet the requirements should be revised. Once revisions have been made, notify Academic Computing that your course is ready for review again.)

Instructional Designer Name (Print)

Instructional Designer Signature

____/____/____
Date

Additional Notes: