

**New Online Course Development Proposal**

Award Requested for (DATE): \_\_\_\_\_FALL \_\_\_\_\_SPRING \_\_\_\_\_SUMMER

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Department/College: \_\_\_\_\_

Title of Proposed Course: \_\_\_\_\_

Course Prefix \_\_\_\_\_ Course Number: \_\_\_\_\_

If this is a brand new course or a course that has not been offered at USFSP within the past three years, please attach the fully approved New Course Proposal Form from the Undergraduate or Graduate Council. If the course is in process of approval, please address that in the course development plan narrative below and provide a timeline for approval.

Previously Offered Face-to-Face? \_\_\_Y \_\_\_N

If Yes, please provide a copy of the Course Syllabus.

Semester proposed for Initial Offering: \_\_\_\_\_ Planned Enrollment: \_\_\_\_\_

How many times per year is the course proposed to be offered? \_\_\_\_\_

Please attach a brief description of the course and your course development plan. You must specifically address:

- List of activities to convert course to on-line and estimated amount of hours to accomplish task
- Student Learning Outcomes for the course and how these Outcomes will be assessed.
- Format of the proposed course and how students will interact with the course content
- Equipment and/or software that will be required (attach email from David Brodosi on estimated cost of appropriate equipment; must be done prior to submission of proposal)
- If you are requesting Instructional Media Services, attach a copy of the request form along with an estimate from David Brodosi (must be done prior to submission of proposal)
- Your previous experience with online learning and/or online course development (including partially online or "hybrid" courses.)
- Timeline and plan for Undergraduate/Graduate Council Approval (new courses only, see above)

Budget: Please complete Attachment A, Budget and Justification.

By applying for this award, you agree to subject your course to review by the Quality Matters organization and to make recommended modifications. In addition, you agree to participate in at least one Quality Matters workshop during the award period. These workshops are offered periodically by Instructional and Media Services (Nelson Poynter Library). Failure to meet either of these commitments will limit your ability to receive future course development awards.

Signature: \_\_\_\_\_

I concur with this Course Development Proposal:

\_\_\_\_\_  
Department Chair (CAS) Signature      Printed Name      Date

\_\_\_\_\_  
Dean's Signature      Printed Name      Date

|  |                    |                 |
|--|--------------------|-----------------|
| <b>Academic Affairs Use Only</b>                         |                    |                 |
| Received On: _____                                       | Review Date: _____ | Reviewer: _____ |
| Award: ___Yes ___No      ___Further information required |                    |                 |
| Proposer Notified (date): _____                          |                    |                 |

## BUDGET WORKSHEET AND JUSTIFICATION

| Budget Item/Category   | Number of hours per week/Number of weeks | Cost   | Total Cost (estimated) |
|--|--|--------|------------------------|
| Faculty<br>(please list by name)   |  | \$ /hr | \$                     |
| Fringe Benefits (Faculty: 20%)   |  |        | \$                     |
| Student Assistant(s)   |  | \$ /hr | \$                     |
| Fringe Benefits (Undergrad: 1.7%; Grad: consult w/ college budget staff member)                              |  |        | \$                     |
| Adjunct Faculty/OPS Staff  |  | \$ /hr | \$                     |
| Fringe Benefits (Adjunct/OPS: 3.15%)   |  |        | \$                     |
| <b>Total Compensation and Benefits</b>   |  |        | <b>\$</b>              |
| Equipment/Software (Describe & attach recommended equipment and cost quote from David Brodosi)               |  |        | \$                     |
| Conference/Travel/Training (Describe)  |  |        | \$                     |
| Other (Describe)   |  |        |                        |
| Other (Describe)   |  |        |                        |
| <b>TOTAL COST (Cannot exceed \$8,000)</b>  |  |        | <b>\$</b>              |
| <b>Instructional and Media Services (attach copy of submitted support form and quote from David Brodosi)</b> |  |        | <b>\$</b>              |

### Instructions for Preparing Justification:

**Salaries/Benefits:** Faculty salary should not exceed 25% effort (or 10 hours per week). For new staff, please provide information on hourly wage. Students (including graduate students) may work a maximum of 20 hours per week. TAs for existing courses should be requested separately.

**Equipment/Software:** Attach a list of recommended equipment and cost from David Brodosi (e.g., 1 Dell laptop @ \$1,500 including software; digital editing software (1 license) @ \$400)

**Conference/Travel/Training:** Please provide information on conference(s) to be attended/training activities and describe relevance to course development proposal. Travel funds requested here may be combined with funds from departments/colleges.

**Instructional and Media Services:** If requesting assistance from IMS, please attach a copy of the submitted Support Form and a budget estimate from David Brodosi (form must be submitted prior to proposal in order to receive quote).

**Other:** for budget activities/items not covered above, please describe in as much detail as necessary, specifically relevance to proposed course development.