

Distance Learning Course Development Form

Complete this form prior to beginning distance learning course development.

For information about developing courses for distance learning, please consult with Melissa Baysingar, Academy Instructional Design Specialist (847.925.6719 or mbaysing@harpercollege.edu).

For information on copyright issues please review the Copyright and Fair Use Information at <http://dept.harpercollege.edu/library/copyright/index.html>. After reviewing the information you may want to consult the Intellectual Property document for any additional concerns about intellectual property.

Personal Information:

Name: _____

Department: _____

Course Information:

Course: _____ (e.g., MTH100) Credit Hours: _____

Title: _____

Anticipated offering date (or Term, Year) _____

I have reviewed my plan to develop this course in a distance format with my current Department Chair.

Course Type:

Online

Blended Proposed Percentages: _____ Online _____ Classroom

Financial Support:

Please meet with the dean of your division to discuss your compensation options for development or delivery of your course. (You may also want to meet with the chair of the Copyright and Patents Committee before deciding on the degree of institutional financial support).

- Stipend** (full time faculty): To be determined as outlined in the current faculty contract.
- Stipend** (other): To be determined by the Dean in consultation with appropriate VP.
- I decline any financial support.**

Faculty Member

Division Dean

Date

Previous Distance Course Experiences:

Please help us better understand your previous experience with distance learning.

<input type="checkbox"/>	Distance learning will be a new experience for me.
<input type="checkbox"/>	I have taken one or more courses online as a student.
<input type="checkbox"/>	I have taught one or more courses in blended format at Harper College Please list course and section numbers: _____
<input type="checkbox"/>	I have taught one or more courses in online format at Harper College Please list course and section numbers: _____
<input type="checkbox"/>	I have participated in the 8-week online STOMP course workshop at Harper College.
<input type="checkbox"/>	I have participated in other online training/development at Harper College or another Institution/Organization. Please list the Institution or Organization: _____

Course Development Support:

Please meet with the Academy Instructional Design Specialist prior to the development of your course.

<input type="checkbox"/>	Full Support – Academy Design team will help you design and develop your course.
<input type="checkbox"/>	Moderate Support – Academy Design team will help you develop multimedia that you need for your course.
<input type="checkbox"/>	Minimal Support – You will use Academy equipment and software without Academy Design team help.
<input type="checkbox"/>	No Support – You will develop the course without Academy Design team assistance or equipment.

Course Delivery Support:

I need the following level of support for the delivery of the course:

<input type="checkbox"/>	Blackboard Support – A Blackboard shell for your course will be automatically created and you will be provided technical assistance. Your course will reside on the Harper Blackboard server. Consider taking Academy workshops to become comfortable with the Blackboard course management system. ____ I have used Blackboard. ____ I have little or no experience with Blackboard. Information on Blackboard workshops is available at http://harper-academy.net/events-programs/workshops/ or call 847.925.6586 for more information.
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Testing Center Support:

<input type="checkbox"/>	I plan to use the Testing Center for test administration. https://hip.harpercollege.edu/ourstudents/testingcenter/Pages/default.aspx
<input type="checkbox"/>	I do not plan to do testing in the Testing Center.

The course design has been reviewed by the Instructional Design Specialist and the Associate Dean of the Academy.

Faculty Member

Instructional Design Specialist

Chair/Dean

Associate Dean, Academy

Date

Return original to [Academy for Teaching Excellence](#) - copies to Faculty member, Dean of the Division, Department Chair and Testing Center.