

UNIVERSITY OF MAINE AT FORT KENT

DISTANCE EDUCATION COURSE DEVELOPMENT PROPOSAL

Instructions:

Complete this form, if you are interested in proposing a distance education course at UMFK. Please note that this form is intended to ensure that proposed course developments receive review and recommendation by the Division Chair and Director of Distance Education, and ultimately the approval by the Vice President for Academic Affairs.

Should the proposed online course be approved for development, a development fee (or other arrangement) will be provided in the semester the course is first delivered for instruction provided it meets student minimums to remain on the schedule of offerings. Please note that course development fees will not be paid for work done prior to submission and approval of this course development proposal agreement form and the subsequent course development contract.

Interested instructors, who have not been previously approved for adjunct faculty status, should receive divisional approval prior to submission of this form.

Complete the following:

Instructor Name _____ Tel# _____

Full-Time Faculty

Part-Time/Adjunct Faculty

Course title to be developed: _____

Course prefix and number (if known): _____

Course delivery medium to be used: Online ITV Compressed Video

Course management software: WebCT Blackboard Other

Semester/year course to be developed: Fall___ Spring___ Summer___

Semester course to be delivered: Fall___ Spring___ Summer___

- 1. Does this course satisfy a general education course requirement? Yes No
- 2. Does this course satisfy a major course requirement? Yes No
- 3. Is this course listed as a priority for development in the academic plan? Yes No

(If unsure, see Director of Distance Education)

4. Provide a brief description for the course.

5. Describe the target audience for this course (*e.g., on campus, off campus, majors, professional, elective credit etc.*).

6. Identify the projected enrollment for this course.

7. Do you have experience with teaching distance education courses? Yes No

8. Have you completed a distance education training module or program? Yes No

9. Do you require technical assistance to develop this course? Yes No
If yes, explain the level of technical assistance required. (i.e., Blackboard or WebCT training, audio, or video recording services, other multi-media assistance, etc.)

Instructor signature

Date

The course to be developed should have received Divisional Approval prior to submission of this form.

Required Signatures:		Recommendation	
_____ Division Chair	_____ Date	Yes	No
_____ Director of Distance Education	_____ Date	Yes	No
_____ Vice President for Academic Affairs	_____ Date	Approved	Denied