**PROPOSAL FOR TEACHING A MAJORITY ONLINE COURSE**

**Applicant’s Name** (Printed):

**Department/Discipline & College:**

**Applicant’s Signature:** Date:

***Part 1:*** ***Instructor Preparation***

Teaching online requires different skills than teaching face-to-face. Please describe your qualifications to teach this course in an online format. For example, have you completed the UMW training to teach online (to be offered beginning Fall 2012)? Have you completed some other training to teach online? Do you have past experience teaching online or taking online courses? If you have not previously taught online, how have you used technology in your traditional courses that is applicable to online teaching?

***Part 2:*** ***Proposed Online Course Information***

Submit this form for an existing UMW “catalog course” that you propose to offer in a majority online format. If the course you wish to teach online is not currently in either the Undergraduate or Graduate Academic Catalog, you must first secure approval for the new course from the University Curriculum Committee.

**Course Number & Title:**

**Semester to be First Offered\*:**

\* Beginning with the spring 2013 semester, all courses to be taught in a majority online format must first be approved by the University Distance and Blended Learning Committee. This applies in all cases – even if the course may have been taught online previously.

**Duration of the Course** (e.g. 8 weeks, 14 weeks, etc.):

***Check this box***  ***if you are proposing to teach a new section of a previously approved majority online course.***

Please respond to the following questions:

1. What are the student learning outcomes for the course?
2. Describe how the learning outcomes (both formative and summative) will be assessed.
3. Briefly describe the online environment that you imagine for the class. Please identify the instructional resources, tools, technologies, and online Web spaces that you plan to use and briefly explain how you plan to use them.
4. Describe the means you will use to offer students guidance with the technology you will employ in this online environment?
5. Describe how your course will incorporate the values of a liberal arts curriculum: community, interactivity, active learning, reflection, and self-directed learning – See the “Online or Blended Course Proposal Appendix” for examples. In what ways will incorporation of these values help achieve the learning objectives you identified above?
6. In what ways will offering this course in a majority online format support the academic program of your Department and College?
7. Please attach a copy of the Course Syllabus for the online version of the course.

**I agree with the reasoning provided above and support this course being offered online:**

Department Chair’s signature\*:

\*Proposals from the College of Business are signed by the Associate Dean for Faculty.