

UMW Fall 2020 Remote Teaching Course Proposal Form

Faculty should submit the completed form with their course syllabus to their department chair or Associate Dean at the start of the Fall 2020 semester.

Faculty Name:

Department or College:

Course Number and Title:

I was approved to teach a course online prior to Spring 2020: Yes No

(Required) I will use Canvas to manage this course, meeting expectations to include: a copy of the syllabus, course schedule, contact info for the faculty, office hours and means of communication, use of the Canvas gradebook, and links to any other sites/platforms that are used for the course with explanation of use and expectations.

(Required) I have met one of the following: 1) I have completed the summer faculty development program including one session on each of the four topics presented, 2) I was previously approved to teach an online course at UMW, 3) I have completed training at an aforementioned institution or conference, please name that institution or conference:

(Required) Course materials will be accessible to all students utilizing the following:

Captioning of all posted videos

Checking PDFs for accessibility

Checking presentation slides for accessibility

Students will be engaged through (check all that apply for your class):

Synchronous class meeting discussion (only to be held during assigned class meeting times)

Canvas Discussion Boards

Breakout group discussion

Other:

UNIVERSITY OF MARY WASHINGTON – ONLINE COURSE AUTHORIZATION FALL 2020 AUTHORIZATION

Submit this completed form with the department's proposed Fall 2020 course schedule. The course must achieve all required approvals and the completed form must be received by the Office of the Registrar in order for the course to be offered.

COLLEGE (check one):	Arts and Sciences	Business	Education
Proposal Submitted By:	Date Prepared:		
Department /Program:			
Course number and title:			
Semester of online offering:	Fall 2020 only	Course approved for online offering by the University Faculty Council on:	May 13, 2020

Note: An online course is one in which the majority of the content and interactions occur electronically in a "distance learning" format, either synchronously or asynchronously. Submit this form to establish compliance with federal distance learning requirements. The form must be resubmitted any time the approach used to meet the federal requirements in the course changes. See also the UMW policy on Online Course Authorization.

COMPLIANCE WITH FEDERAL DISTANCE EDUCATION REQUIREMENTS
<p>The default expectation is that online UMW courses will be offered through Canvas, the University's enterprise learning management system. Because Canvas requires a secure UMW login and password authenticated against the University's active directory, it fulfills the federal requirements for verification and privacy and does so at no additional costs to students.</p> <p>If this course will be managed through Canvas, check this box <input checked="" type="checkbox"/>, provide the two signatures (below), and submit the form to the Office of the Registrar. Ignore page two of this form.</p> <p>IF THE INSTRUCTOR WISHES TO USE A SYSTEM OTHER THAN CANVAS FOR MANAGING THIS ONLINE COURSE, THE ALTERNATIVE APPROACH MUST BE APPROVED FIRST. Complete page two of this form, and secure all required signatures.</p>

FOR ONLINE COURSES MANAGED VIA CANVAS, sign below.

Submitted by Course Instructor: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Received by the Office of the Registrar on (Date): _____

For online courses managed through Canvas, submit this page with signatures.