Hybrid Course Proposal Form

Department/School: __________________________________________________________

College: [ ] EMS  [ ] BILSA  [ ] LAE

Faculty or academic teaching staff: _____________________________________________

Course (acronym, number, name): _____________________________________________

Semester/year: ___________________________  Class meeting times: ________________

Refer to the Hybrid Course Policy from Faculty Senate (September 2013) before completing this form. When completed, submit this form to your department/school for consideration. If necessary, the form may be forwarded to the College Curriculum committee for consideration. When completed and approved, this form should be added to the syllabus file kept by the department and shared with the public upon request.

Recommended due dates: This form, with approvals, should be completed prior to advising each semester (roughly October 1 and March 1 each year).

Use as much space as necessary to answer thoroughly the questions below.

1) What is your pedagogical rationale for using alternative delivery methods instead of teaching face-to-face?

2) What is the percentage of time that alternative delivery methods will be used to replace face-to-face class time (i.e., 10 to 99% is considered a hybrid course)?

3) What will the pattern be of face-to-face meetings and alternative teaching methods (such as given number of times each week)?

4) What are the qualifications of the instructor to effectively utilize the alternative delivery method(s) for this course (e.g., list Teaching & Learning Center workshops by title/date attended; include experience with teaching online and/or in hybrid courses)? If none, this form should be forwarded by the department to the College Curriculum committee for consideration.

5) Which best practice, model, and/or resources provided by the Teaching & Learning Center relates to this hybrid course? [Sample assignments or activities utilized through alternative methods, instead of face-to-face teaching, could be described to answer this question.]
6) How will your use of alternative delivery methods be evaluated by students in this course?

Signatures:

__________________________________________________________  ________________________________

Instructor  Date

This course is proposed as:  [ ] overload  [ ] reduction in load  [ ] part of load

Approvals:

__________________________________________________________  ________________________________

Department/School Chair  Date

This course is approved as:  [ ] overload  [ ] reduction in load  [ ] part of load

__________________________________________________________  ________________________________

Dean  Date

This course is approved as:  [ ] overload  [ ] reduction in load  [ ] part of load

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