

Online Course Proposal Form

Proposer name:

Contact email:

Contact phone:

Department:

Course Prefix, Number, and Title:

Course Format

Asynchronous online (no required real time class meetings)

Synchronous online (all class meetings in real time)

Combined online (asynchronous with some required synchronous class meetings)

Hybrid (in-person course with at least 1-credit of work/class time online)

If there are any real-time or live class meetings, how frequently and how long do you expect them to be?

Course Needs

Will you be using Blackboard at SU as your learning management system? Yes No

If no, please explain. Who will provide technical support and troubleshooting for students?

Which of the following institutional or supported tools will you be using? (check all that apply)

Zoom

Kaltura Media

CNS Computer labs

Other:

Will students need to use specialized software? Yes No

If yes, will it be made available to them through the institution, or will they need to purchase it separately?

Will students need any additional computer hardware, such as a webcam, microphone, or camera?

Yes No

If yes, what equipment will they need?

Interaction & Assessment

Federal guidelines require that online courses provide Regular and Substantive Interaction (RSI).

In online teaching and learning environments of any kind, (asynchronous, synchronous, blended/hybrid), regular and substantive interactions must:

- Be with an instructor as defined by the institution's accreditor.
- Be initiated by the instructor.
- Be scheduled and predictable.
- Be academic in nature and relevant to the course.
- Be a substantive interaction, which (assumes instructor-initiated academic interaction that is scheduled and predictable, and) engages learners in teaching, learning, and assessment, consistent with the content under discussion, and also

Your plan for RSI must include at least two of the following:

1. *Providing direct instruction (i.e., live synchronous online interactions where instructor and learners are present online at the same time);*
2. *Assessing or providing feedback on a student's coursework;*
3. *Providing information or responding to questions about the content of a course or competency;*
4. *Facilitating a group discussion regarding the content of a course or competency; or,*
5. *Other instructional activities approved by the institution's or program's accrediting agency.*

The questions below ask you to plan the RSI you will include in your course. You are free to include more interaction than you list here, but you must include at least two of the five items listed above. If you need help with this section, please contact the Teaching and Learning Center.

What are two specific ways that you will provide substantive interaction in your course?

What is the proposed schedule of regular interaction in the course?

How will student academic engagement be monitored throughout the course?

How often and by what methods will students be assessed in the course?

Please reach out to the Teaching and Learning Center for questions and support in developing your online course.