

## Three Rivers Community College FIRST-RUN ONLINE, OLCR, & HYBRID COURSE PROPOSAL FORM

*(PER NEW ONLINE/HYBRID COURSE - PER NEW ONLINE/HYBRID INSTRUCTOR)*

Complete this form if the course is a new fully online, OLCR, or hybrid course; if the instructor for an existing course has never taught the DL course; and if the proposed course has not been on the schedule and did not participate in the last Biennial Review.

Course new to DL format:  Online/OLCR  Hybrid  Instructor new to this course in DL format

### Course Information

Course Title Course Number Credit Hours

Prerequisite Courses Division/Department

Program Effective Term Frequency Offered

Course Description

Expected Impact on Existing Courses

Justification for New Course

### Part 1: What should the learner know in advance of taking the course?

**Review the Three Rivers Online Course Design Checklist, developed by the Educational Technology Task Force.**

**Prerequisite Skills:** What prerequisite skills, not courses, should a student have prior to beginning the class?

**Checklist Usage:** Which checklist elements will you use to provide vital introductory information to your students?

### Part 2: What will the learner know?

**Foundation:** List your course objectives/outcomes?

**Evaluation:** What evaluation methods that you will be using to assess student learning?

**Technology:** What technology tools you will be using in this online course (e.g. e-mail, discussions, announcements, calendar, learning modules, assignments, online exams, etc.)?

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**Copyright:** Are there any course materials to be used in this online course that are copyright protected? (Refer to Three Rivers Community College's Fair Use Guidelines.) If yes, have you received permission to use these materials in this online course? If no, explain how you will obtain permission OR how your usage be considered fair per the college's fair use guidelines.

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**Experience:** Describe your experiences in teaching an online, hybrid, or a technology-enhanced on-ground course. Alternatively, describe any experience you have related to teaching in a technologically rich environment.

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**Training:** Describe any technology training that relates to teaching an online course or technology enhanced course have you attended.

**Part 3: What can the learner know?**

**Online Rigor:** How will you ensure sufficient academic rigor/time on task for the students?

**Additional Resources:** What additional resources will you make available to students? What format will the resources take?

**Review and Approval Signatures**

Instructor Name (Printed) and Instructor Signature Date

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Educational Technology/Distance Learning Director Name and signature Date  
(**concept meeting**)

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Dept. Chair signature Date

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Educational Technology/Distance Learning Director signature (recommends that course shell or framework is sufficient for scheduling as online, OLCR or hybrid) Date

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Approved by Curriculum Committee (not required –  
if the course already exists as an on-ground course): Date

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Academic Dean Approval signature or designee signature (authorizes placement on the schedule) Date