

**College of Arts, Sciences &
Education**
Online Course Development Request
Instructions and Application Form

Evaluation of Submissions: Submissions will be reviewed for innovative and pedagogically sound use of technology, enhancement of curriculum goals, fulfillment of enrollment objectives, and attention to submission procedures.

Who can apply: All faculty/instructors as assigned by the appropriate Chairperson are encouraged to apply. Please send submissions to Cassched@fiu.edu.

Submission Deadlines: June 15 for Fall offering
October 15th for Spring offering
March 1 for Summer offering

Payment: Payment of the development allocation will be processed at the end of the semester in which the course developed is complete, but no earlier than the semester prior to the semester the course will be offered. All course materials must be uploaded to Blackboard at least two weeks prior to the beginning of the semester in which the updated course will be taught and completion of work must be verified by the instructional designer before payment will be processed.

How do I develop a course online: If your request is approved, a member of the FIU Online staff will be assigned to assist you with the development of the online course. A description of currently available teaching tools is available at the end of this document.

Submission Procedures (2-page max.)

Project description should include:

- Course prefix, number, and title.
- Expected demand for course (average enrollment).
- Importance to curriculum offerings (e.g., builds towards an online certificate or major; required course for high enrolling major).
- Expected development timeline and completion date.
- Expected term for first course offering.
- Frequency of course offering online: more than 3 times per year; 3 times per year; 2 times per year; 1time per year.
- Technology to be used – All fully online courses will be developed in Blackboard 9. What technology will you be using in Blackboard 9 to deliver your content? Please be as detailed as possible and explain how you will be using the technology. The last page of this proposal has examples of available tools.
- Evaluation procedures (information on methods you will use to assess students' attainment of the stated learning objectives including testing and other evaluations).
- Supervisor (usually a Chairperson).

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(use additional pages as needed)

Course prefix, number, and title

Instructor name and email address

Expected demand for course (average enrollment)

Importance to curriculum offerings (e.g., builds towards an online certificate or major; required course for high enrolling major).

Expected development timeline and completion date

Expected term for first course offering

Frequency of course offering online: more than 3 times per year; 3 times per year; 2 times per year; 1time per year.

Technology to be used (All fully online courses will be developed in Blackboard 9. What technology will you be using in Blackboard 9 to deliver your content? Please be as detailed as possible and explain how you will be using the technology. The last page of this proposal has examples of available tools.)

Evaluation procedures (information on methods you will use to assess students' attainment of the stated learning objectives including testing and other evaluations).

Supervisor during course development period

In terms of evaluation of the online courses, we really like to see the use of online teaching tools, not just a collection of PowerPoint slides. Here are some suggestions that you could incorporate and use (if you like) in your proposal. Please visit the FIU Online website for tutorials and a more detailed introduction to these tools (<http://online.fiu.edu/faculty>).

Fundamental Tools:

1) Introductory Video: This can be a brief (1 minute or so) recording of you. FIU Online can facilitate this recording. You can contact your instructional designer to discuss the process for producing this video.

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2) Discussion board: This is a place to post discussion topics for student response and interaction. Weekly topics can help keep them engaged with the subject matter. Both Moodle and Blackboard have discussion board capability.

3) Turnitin.com (if you are assigning papers): Turnitin is the leading originality checking and plagiarism prevention service. FIU has a license with Turnitin.com so there is no fee for using this tool. Links to Turnitin.com are available in both Moodle and Blackboard.

Other Interesting Tools:

Depending on the course content and learning outcomes, the tools listed below are available and are excellent for enhancing a student's understanding of course material.

A) Adobe Connect Pro: Allows faculty and students to have live online meetings. The meeting room enables attendees to share computer screens or files, as well as to chat, broadcast live audio and video, and take part in other interactive online activities. [For more information click here.](#)

B) Camtasia Studio: Allows you to record anything that you can view on your computer screen; including software applications, web pages, and PowerPoint presentations. You can create interactive video tutorials, software demonstrations, and presentations. This program has full-motion recording capability that records the screen, webcam video and voice. The final file is small and can be posted on the Internet in all the popular file formats. [For more information click here.](#)

C) Mimio Studio: Turns your whiteboard into a powerful interactive presentation tool. You can use drawing tools to create graphs, maps, and mathematical problems. [For more information click here.](#)

D) Captivate: Allows a user to create simulations, software demonstrations, scenario-based exercises, and quizzes without any programming experience. It supports the use of video formats, audio recording and editing, and PowerPoint workflow (to enhance your already existing PowerPoint slides or create new ones). [For more information click here.](#)

E) Respondus Studymate: Allows students to access the class via mobile device like the iPhone, iPod touch, iPad, Blackberry, Palm Pre, Android and others devices or platforms. It has the capacity for game development such as crosswords, and helpful aids such as flash cards with information entered by instructors. [For more information click here.](#)

F) Dragon Dictate: A speech recognition software that lets users create documents — three times faster than typing — to record transcripts for lectures or modify documents, manage email, search the Web, or automate various processes. Faculty can even dictate into a digital voice recorder or compatible iOS device and Dragon will transcribe the audio files as well. For more information or to obtain a copy of the software, please contact Shantell Saunders at shsaunde@fu.edu.

G) Adobe E-Learning Suite: Includes many useful tools to enhance and showcase your teaching and interactive materials in the virtual learning environment. Faculty can design and develop remarkable content across multiple layouts, collaborate effectively, and deliver content from virtually anywhere. For more information or to obtain a copy of the software, please contact Shantell Saunders at shsaunde@fu.edu.