



University of Technology, Jamaica

Continuing Education, Open and Distance Learning

Creating Educational Opportunities for Diverse Learners



PROPOSAL

for

ONLINE LEARNING COURSE OF STUDY

ONLINE LEARNING COURSE OF STUDY PROPOSAL FORM

SECTION 1

1.1. Faculty/College School/Dept

1.2. Title of Proposed Online Learning Course of Study

a) Type of Award to be granted (e.g. certificate, diploma, degree)

b) Total Number of Modules in Course of Study

c) Number of Modules to be developed/adapted for online learning delivery

1.3. Proposed Course Dates (Start/End):

1.4. Proposed Duration of course (Number of months/weeks/hours)

1.5. Proposed Ratio (hours) for any delivery combination (total f2f : total online hours)

1.6. Proposed Target Number of Students:

1.7. Name of Programme Director

1.8. Proposed Online Learning Team Leader

1.9. Names & Contact Details for Proposed Members of the Core Online Learning Course Development Team

NAMES OF CORE TEAM MEMBERS	EMAIL ADDRESS	MAIN TELEPHONE CONTACT (land/cell)	OTHER CONTACT SOURCE
1.			
2.			
3.			
4.			
5.			
6.			

(Insert extra rows as necessary for additional members to be listed)

1.10. Proposed Modules to be developed/adapted for Online Learning (attach details including module titles & brief description, academic year group/level, assigned ISAS code, credit awards, and name of proposed instructor/facilitator for each module)

Kindly submit one hard copy and one electronic copy of the UTech-approved Course of Study document.

SECTION 2

In order to assist you in completing this Proposal, details on each area are provided in the Guidelines that follow this section. Kindly consult with your Faculty-CEODL Liaison.

Reason/Need

2.1. Give reasons for adopting an online learning format for this course of study.

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Delivery Options

2.2. Which of the following approaches will be used primarily in developing/adapting the modules of this course of study?

- Web Assisted Web Enhanced Blended
 Hybrid Online Exclusively Online

Quality Considerations

2.3. Describe how student assessment will be conducted to ensure integrity and consistency in measuring the performance on learning outcomes of the online learning components, as against F2F standards?

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2.4. Indicate the steps to be taken to evaluate the online teaching & learning experiences during this course of study (from the perspectives of Students and Faculty)

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Access to Resources

Outline the provisions for ensuring access to and availability of the following resources based on details listed in the Guidelines.

2.5. Instructional Support Resources

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2.6. Learner Support Resources

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Copyright & Intellectual Property

2.7. Will the team members be using materials/resources that they have developed for the online aspects of this course of study?

Yes No

2.8. Will the team members be using materials/resources developed by OTHER AUTHORS for the online aspects?

Yes No

If **YES**, indicate if permission has already been obtained by UTech for using these materials online? (Describe the type/terms of permission granted, and provide documentary evidence)

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Readiness for Online Learning

Comment on each of the following items:

2.9. Information & Communication Technology (ICT) competency level required of students for the online learning delivery option?

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2.10. Software/hardware requirements

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2.11. Provision for persons with disabilities

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2.12. Technical support requirements (special requests/roles or permission levels/other resource considerations)

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2.13. Back-up plans for technical delays or other challenges

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Background of Core Development Team Members & Proposed Instructors/Facilitators

2.14. Indicate if the development team members and proposed instructors/tutors have had any practical exposure to UTech Moodle resources and any prior online learning experience

NAMES	ROLE	PRACTICAL EXPOSURE TO UTech MOODLE RESOURCES (Orientation/Partial training/ Full training/ No exposure)	PRIOR ONLINE LEARNING EXPERIENCE (# Years/None)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(Insert extra rows as necessary for additional members to be listed)

2.15 **Additional comments** (Include details about any unique aspect of this course/instructors or any other special need/resource to be considered in adapting this course of study to the online learning environment)

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Submitted by: _____	Date _____
Verified by: _____ CEODL-Faculty Liaison	Date _____
Dean's Approval _____	Date _____

Approved by CEODL:	
In consultation with OCDE _____	Date _____
Comment:	
.....	

PROPOSAL FOR ONLINE LEARNING COURSE OF STUDY/MODULES

Guidelines

Introduction

The Proposal is a written statement of intent, which includes a rationale for the proposed online learning mode. It should be developed under the guidance of the CEODL-Faculty Liaison, with a small working group within the Faculty, as approved by the Dean. Section 2 of the proposal should address the areas outlined below.

Areas for Completion

Reason/Need for Adopting Online Learning Format

- 2.1 5, and on the possible convenience of the mode of delivery to both Faculty and students.

Delivery Options

- 2.2 To identify the level of adaptation to online learning that you propose for the course of study/modules, be guided by the following definitions:
- 2.2.1 A Course of Study which extensively uses UTech's Learning Management System(LMS) – Moodle - (50-70% of sessions), supported by face-to-face (f2f) sessions, and which integrate online assessment with face-to face sessions, is identified as a **Hybrid Online Course**.
 - 2.2.2 A Course of Study which integrates the use of the LMS (30-50% of sessions) with f2f sessions, promote interaction online and makes the selection of assessment modalities reflect the actual balance between online and f2f sessions, is identified as a **Blended Course**.
 - 2.2.3 A Course of Study which promotes use of online tools and online interaction with the Instructor, explore the use of the LMS (10-20% of sessions) to supplement (f2f) sessions and may include online components as part of formal assessment, is identified as a **Web Enhanced Course**.
 - 2.2.4 A Course of Study which uses the LMS primarily to distribute content and to supplement f2f sessions, and do not recognise online components in assessment, is identified as a **Web Assisted Course**.

Quality Considerations

- 2.3 Comment on how the proposed assessment procedures will minimize online cheating and plagiarism. Indicate the steps to be taken to maintain the focus on higher order skills consistent with the learning outcomes of the existing f2f course of study/module. You should demonstrate that every effort will be made to maintain equivalence in the standards between online and f2f sessions.
- 2.4 In outlining steps to evaluate the Course of Study experience from the perspective of students and instructors, please make reference to the *Student/Instructor Evaluation Form for Online Delivery*, which will be made available to you for incorporating into your evaluation plan. Work out carefully the steps you will take to evaluate the quality of learner interaction with the Instructor, content of the course of study/module, other peer learners and with the technology itself.

Access to Resources

When describing instructional support resources, describe the following:

2.5 Instructional Support Resources

- 2.5.1 Access of instructors to computers on campus and off campus. Are these resources adequate?
- 2.5.2 Access of instructors to printing facilities. Where are these facilities located? Are they adequate?
- 2.5.3 Availability and adequacy of multi-media technical support within Faculty and
- 2.5.4 Availability and adequacy of general support of peer mentors/partners within Faculty.

2.6 Learner Support Resources

- 2.6.1 Access of students to computers on campus and off campus. Are these resources adequate?
- 2.6.2 Access of learners to the Internet and to the LMS;
- 2.6.3 Access of student to printing facilities. Where are these facilities located? Are they adequate?
- 2.6.4 Availability and adequacy of online library resources, including databases;
- 2.6.5 Plans for handling communication between instructors and online learners;
- 2.6.6 Plans for learner orientation to the online environment, through f2f session or Online Guide.

Copyright and Intellectual Property

- 2.7 Indicate whether there will be the use of resources already developed or to be developed for the online elements of the course of study/module.
- 2.8 If the resources of other authors are being used, please ensure that permission has been obtained by UTech to incorporate any material in digital format including – textbook pages/chapters, handouts, PowerPoint presentations, lesson outlines, examination questions, music, audio files, videos, pictures and graphs. If permission is already received, kindly provide documentary evidence of authorization, including the date when such permission was given.

Readiness for Online Learning

- 2.9 When you are determining the online readiness of students, review the following skills:

Online Readiness Skills		
<ul style="list-style-type: none">▪ Use of keyboard and mouse▪ Create, save and print files▪ Log on to an Internet Service Provider and move between different web sites (URLs)▪ Resolve common error messages on the internet	<ul style="list-style-type: none">▪ Use of web browser tools to navigate, print and bookmark web pages▪ Conduct internet searches, use of search engines, download files and install new browser software▪ Create a web page	<ul style="list-style-type: none">▪ Log in and out of an email account, send and receive email, and attach and download files▪ Participate in chat rooms and post messages in a forum▪ Troubleshooting skills to reboot computer and fix printer errors.

- 2.10 Get help from the Learning Support Technologies Unit (LTSU) in specifying the software and hardware requirements for accessing the LMS.

Distance Learning - Technology Requirements

Distance Learners in all UTech certified programme are required to have individual access to personal computers with the following strongly recommended specifications:

Specifications

- Computer Hardware:
CPU=2.40 GHz, RAM = 512MB, HDD = at least 40 GB, DVD/ROM/CDRW, USB Ports, network card, speakers and graphics card
 - Computer Software:
Operating systems (Microsoft 2000 minimum), Productivity software such as Microsoft Office suite (including Word, Excel and PowerPoint), Media Player (e.g. Windows Media Player, Flash Player or Quick Time)
 - Technology Communication Access:
Internet connectivity, telephone/fax machine
- 2.11 Please note that UTech does not have a policy or resource that provides full support to distance learners with disabilities. Every effort should be made to meet the needs of learners with disabilities on a case-by-case basis.
- 2.12 This is the time to itemize the **special technical assistance (requests/roles or permission levels/other resource considerations)** that will be required of the LTSU, Calvin McKain Library, CEODL and any other UTech department or external partner. Indicate when this technical support or resource will be needed.
- 2.13 Remember to outline contingency plans to address any technology challenges, delays and breakdown that may occur during implementation of online courses. Again LTSU and CEODL will provide assistance is specifying these plans.

Background of Course Development Team Members/Potential Instructors

- 2.14 a) Indicate whether each core development team member and proposed instructor/facilitator has already participated in the *UTech-CEODL Online Moodle Orientation Session*. If you are familiar with this system but have not participated in a structured Orientation Session, please state this, along with any further training needs required .
- b) Give some indication, in number of years, of the experience of the core development team members as instructors or facilitators of online courses.

Additional Comments

- 2.15 Use this section to expand or qualify any of the preceding items or to include additional information about the unique nature of this course of study or any special needs/resources not already listed.

For further information please contact Mrs. Everett Allen, Instructional Design Specialist, CEODL at ext 3136 or by e-mail: eeallen@utech.edu.jm