

LA & S Senate
On-line Course Proposal Guidelines

Prior to submitting a proposal for offering an existing course the initiator must consult with Institutional Technology (Linda Smith). The proposal must indicate that its author is aware of and has considered the following factors in changing a conventional course outline to one that will be used for an on-line offering:

1. **Mode of Instruction. (Pedagogical Approach).** Are the planned modes of instruction appropriate to an on-line approach? For example, do they take advantage of the interactive and multimedia capabilities of the Internet by creating exercises, discussion assignments and online research projects for students? Extensive reliance on lectures given in seated courses is questionable. If use of lecture material is preferred, describe the digital format to be used.
2. **Assignments and Activities.** Has the instructor indicated through assignments and activities that he or she understands that the expectations of students taking an on-line course must differ in some ways from those of students taking a conventional course?
3. **Mode of Evaluation and/or Assessment.** Has the instructor considered and accounted for the requirements of evaluation at a distance? (Has he or she considered, for example, that examinations will not be proctored and students may interact with each other or others in the course of competing examinations or exercises?)
4. **Nature and Extent of Student Participation.** Has the instructor indicated that he or she understands that monitoring and assessing the participation of students in e-discussions requires focused attention, and differs from conventional approaches to evaluating student participation in face-to-face situations.