

# Request for Proposal for a New Online/Hybrid Course Development

## Faculty Information

Faculty Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

School: \_\_\_\_\_ Office Phone: (717) 948-\_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_

Is this a hybrid or fully online course development/teaching request? \_\_\_\_\_

**If this is a new course design, please complete all sections. If you are a faculty member teaching an already designed and approved course, please complete only sections 1 and 6.**

1. **Describe your experience with eLearning (formal training, use of Canvas or other course management system, previous hybrid/blended teaching experience, previous online teaching experience):**

2. **How often is this course currently offered?**

3. **How often do you anticipate this course being offered online/hybrid?**

4. **Rationale for Proposed Course:**

a) **Please describe how the proposed course was approved by your program:**

b) **Details about how the proposed online course meets student needs:**

c) **Background information on the course as it currently exists or the problem/need that the online course development would address:**

d) **The potential significance of the project with respect to its potential impact on the department/program at Penn State Harrisburg and the University.**

5. **Provide attach a current syllabus for this course.**

6. **Signatures**

**Signature of Faculty Applicant:** \_\_\_\_\_

**Date:**

My signature confirms that all information provided is accurate, and that I have read and understand [A-9](#) or [A-10](#) (whichever is applicable).

- I agree to work with an instructional designer assigned to me by the Center for Teaching Excellence throughout the design, development, and delivery of this online course.
- I agree to the course development timeline developed with me during the first meeting with my instructional designer.
- I have completed the required hybrid/online instructional training, as well as all necessary Canvas training.
- I have read and will abide by Penn State's quality assurance standards for online learning (<https://weblearning.psu.edu/quality-matters/penn-state-quality-assurance-standards>).
- I agree to adhere to the established "Best Practices and Expectations for Online Teaching" that are described at <https://canvas.instructure.com/courses/1068822/pages/20-best-practices-and-expectations-for-online-teaching>).
- I acknowledge The Pennsylvania State University's copyright over any new courseware that I create for the University, as described in Policy IP03 Courseware (see <https://guru.psu.edu/policies/IP03.html>). However, you will be welcome to copy, distribute, transmit, or adapt the courseware under the conditions of the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International license described at <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

**Signature of PIC/Program Coordinator/Program Chair:** \_\_\_\_\_

**Date:**

**Signature of School Director:** \_\_\_\_\_

**Date:**