

FORM A: AUTHORIZATION TO DEVELOP AN ONLINE COURSE
Please Fill-out Every Item on the Form and Sign on 2nd Page

Date _____ Anticipated Completion by _____

Course Number and Name _____

Course Developer(s) _____

Email Address _____

Blackboard User Name _____

Is this course a Core Course? ____ Yes ____ No

What is the rationale for developing this course?

Anticipated Frequency of Class Offering (at least twice per year for Core courses)

Anticipated Teachers (at least two potential teachers)

Blackboard Training Course (Required for all online course developers):

I have completed the training course: ____ Yes _____ Date ____ No

If no, I will complete the training by using this course as my project: ____ Yes

Course Development Options

Course Creation (Please select **one** of the following four options)

____ A: Faculty completes training courses, designs the online course, and collects the entire development fee

____ B: Faculty completes training course, but uses a design assistant to build the Blackboard shell

____ C: Two faculty members complete training course, design the online course, and divide entire development fee

____ D: Two faculty members complete training course, but use a design assistant to build the Blackboard shell

Development Template

- I want to use the general course shell template ____ Yes ____ No
- I prefer to develop and design my own course shell ____ Yes ____ No
- Is this course approved by Dean's Council & Faculty for classroom use and listed in the catalog? ____ Yes ____ No If no, please explain _____

Contract: (Please read carefully and sign below)

This is a contract for the development of an online course at New Orleans Baptist Theological Seminary. The Seminary will own the Internet courses and the exclusive usage rights to offer the course. The faculty member may not use it for any other institution or ministry. The faculty member retains the right to utilize all original material or research included in the course for usages other than an Internet course (class notes, handouts, publications, etc.). By signing this statement, the developer is assigning all ownership and usage rights for the online course to the Seminary.

Faculty members who design and/or teach Internet courses are required to complete prescribed Internet course training prior to the course offering. Notification of training completion will be provided in writing by the ITC staff to the appropriate Division Chairperson, Dean, and the Provost.

Continuing technical support is available through Information Services to assist the faculty member in designing the course. In some cases, more than one faculty member may work together cooperatively to design a course (sharing proportionally in the compensation), with a different faculty member offering the course in different semesters.

It is the desire of the Seminary that the Internet courses offered by the Seminary be of high and consistent quality. Therefore, the Internet course designer will submit the course to a Review Committee (normally consisting of the Associate Dean for Online Learning, the Associate Vice-President for Information Technology, and the Division Chair and/or Dean). The Review Committee will consult with the faculty member, providing feedback and perhaps suggesting possible improvements. The approval of the Review Committee is required before final approval and payment for the Internet course.

Once designed, Internet courses can be repeated in later semesters with appropriate modifications and improvements from earlier editions (either by the faculty member or by another faculty member). The faculty member will be paid a one-time fee of \$500 per credit hour for the development, ownership, and usage rights of the Internet courses, payable upon final approval of the course. The stipend would be proportionately divided if there were more than one faculty member involved in the development of the course.

Internet courses usually require a significant amount of time from the faculty member for interaction with the students. Faculty Internet course designers do need to play a significant role in the teaching of the course that they designed, especially the first few times that the course is offered, in order to get feedback and make constructive adjustments in the course. In order to free faculty somewhat from this time burden and to facilitate those who have already designed Internet courses to design other courses, a faculty member may choose to work with a doctoral teaching assistant in teaching an Internet course, especially after having already taught it several times. For smaller classes, the faculty member may get assistance from his or her regular teaching assistant. If a doctoral student is utilized as a team or tandem teacher for an Internet course, it is imperative that such student teaching assistants be dealt with fairly, and compensated proportionally with the workload assigned to them.

It is anticipated that the faculty member who designs the course will revise and improve the course frequently. If the professor who designed the course is no longer teaching it, another faculty member may in consultation with the appropriate Dean make changes in the course appropriate to his or her preferences. Once a course is created, it will be offered as often as is feasible and may be taught by the developer, other faculty member, adjunct professors, or qualified PhD students. For more details about offering online classes, see Appendix 3-F in the Faculty Manual.

Authorization Please initial, date, and send to next Committee member on the list below. The course must be approved before development may begin. Please return a copy of the final signed form to the Online Learning Office and the office of the Associate Vice President of Technology in ITC.

Division Chair _____ Date_____

Assoc. Dean Online Learning _____ Date_____

Provost_____ Date_____

Dean _____ Date_____

Assoc. VP of Tech _____ Date_____

Signature(s) of course developer(s)

Revised 4-30-14