

PROJECT PLAN: Hybrid & Online Courses

INSTRUCTIONS

Faculty members (i.e., Subject Matter Experts) interested in developing a hybrid or online course are required to complete this form and submit it to their Associate or Campus Dean for approval. The information collected within this form will be used to facilitate the selection process for hybrid and online course development within full-time programs at St. Lawrence College.

If you have any questions about this process, please contact: Andrea Seepersad, Manager Multimedia Design (MMD) aseepersad@sl.on.ca or 613-544-5400 ext. 1448.

This project plan is for a: hybrid course online course

Today's Date: _____

Course Information

Course Code: _____ Course Name: _____

Program: _____ Campus: _____

Course Hours: _____ # Weeks of Delivery: _____

Semester Delivered: _____

Estimated number of students who will be enrolled in this course: _____

Name of Associate/Campus Dean: _____

Name of Faculty/Subject Matter Expert (SME): _____

SME Profile

The SME is responsible for creating all course content and uploading it into Blackboard. The Centre for Contemporary Teaching & Learning (CCTL) will support the SME in these tasks by providing pedagogical guidance and training.

Has the SME taught the proposed course in a different format (e.g., face-to-face)? Yes No

General teaching experience: none less than 5 years between 5 and 10 years 10 years or more

Experience using Blackboard (check all that apply):

Announcements	Adding Content	Discussion Forums	Groups
Wikis	Blogs/Journals	Tests/Surveys	Assignment Tool
Rubrics	Grade Center		

Experience with other technology:

Camtasia	Turn It In	LMS (D2L/Moodle)	Other Software/Apps
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Has completed training relating to AODA requirements for Accessible and Conversion ready documents? Yes No

Has reviewed the online module about "Copyright Literacy for Ontario College Employees" on Blackboard? Yes No

Design Principles

This section outlines some recommended criteria for hybrid/online courses. This information is to be reviewed by the SME in order to assess the suitability of the proposed course for hybrid/online development.

Two Guiding Questions

1. How will this new modality improve the learning experience for students?
2. Are the learning outcomes applicable to a partially online or fully online learning experience?

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Hybrid Course Criteria

- Students are able to learn a portion of the content through self-directed learning
- There are a number of online/digital resources that can be used as instructional materials
- Students would benefit from completing activities and learning concepts ahead of the face-to-face (F2F) lesson
- Students would benefit from individual reflection or group activity following a the F2F lesson
- The weekly lessons can be broken into smaller “chunks” or collection of content
- Students will have opportunities to interact and learn from each other during the online lessons

Online Course Criteria

- Students are able to learn the content using various mediums (e.g., text, video, activities, etc...)
- There are a number of online/digital resources that can be used as instructional materials
- The weekly delivery schedule is flexible and can incorporate asynchronous learning opportunities
- The weekly lessons can be broken into smaller “chunks” or collection of content
- Students will be able to practice their understanding by completing various learning activities
- Students will have opportunities to interact and learn from each other during the online lessons/modules
- The course content does not require the need for a physical classroom or synchronous gathering

Courses selected for hybrid and online development should (preferably) **not** have the following characteristics:

- Content is very complex and requires consistent face-to-face interaction through live lectures
- Requires a significant amount of synchronous group work where students are required to be available at specific times or have access to specialized equipment/software
- Features a traditionally high failure rate in F2F delivery
- Preferably does not take place within the first semester of an entry-level diploma/certificate program
- Is meant to be a remedial option for students who have been unsuccessful in another course
- Contains a relatively low enrollment number and is not offered consistently every year
- Contains strict regulations with regards to assessments such as an in-person tests/exam (online issue only)

Additional Comments

Are there any other special requirements or design considerations that should be discussed before starting this project? If so, please include them in the area below:

Schedule

A production schedule will be drafted by the Manager of Multimedia Design (MMD) and the SME. The Project Plan (including the schedule timeline) must be sent to the Associate or Campus Dean for approval. The A/C Dean will approve the project and the schedule by “signing” off at the bottom of this document.

Start date: _____ End date: _____

PRODUCTION TASK	SUPPORTS	TIMELINE	STATUS*	COMPLETION DATE
Review Course Outline (as needed)	Curriculum Developer			
Draft Blueprint	Manager MMD			
Complete Lessons 1 & 2	Mgr MMD / eLearn Spec.			
Complete 50% of Lessons	Mgr MMD / eLearn Spec.			
Complete 100% of Lessons	Mgr MMD / eLearn Spec.			
Review & Prepare for Deployment	Manager MMD			

*Status includes two options - “delayed” or “on track”

Approval of Project Plan

The information in this project plan has been reviewed and approved by the Associate/Campus Dean and the SME.

Associate/Campus Dean: _____ SME: _____