# TBR/TN eCampus Accelerated Development Proposal Form

Today’s Date

Course number       Course name

Number of credit hours     CIP Code       Number of weeks course is expected to run

Semester and year expected to launch (e.g. Spring 2018)

Semester(s) proposed to run (select all that apply) [ ]  Fall [ ]  Spring [ ]  Summer

What credentials are required to teach this course?

**PLEASE NOTE:** Preference to convert the full-term course to the accelerated 7-week format is given to the institution that developed and maintains the full-term course. The developer wishing to convert to the 7-week format must agree to maintain and keep updated both the full-term and 7-week Master Copy of these courses each term, independent of whether of not he or she is teaching the course that term. Both formats of the course must be identical in learning outcomes, content, activities, and assessments. Upon completion the newly converted course must pass TN eCampus quality review. Questions may be addressed to Nicola Wayer via email nwayer@tbr.edu or by phone 615.366.3942.Please submit the following:

## Developer Information

Name of Course Developer

Department

Rank / Title

Office Phone Number

College/University Name

E-mail Address of Course Developer

Name of Department Chair

E-mail Address of Department Chair

Name of Distance Education Director or Dean

## Textbook

Title(s)

Author(s)

Edition       Date

Publisher       ISBN

Current Retail Cost for Textbook

Is there any additional software or materials which students are required to purchase?

[ ]  Yes [ ]  No

Identify all additional required purchases and their retail.

Have you previously taught the course you are proposing?

Have you previously taught this or any class online?

## **Please carefully review the following items. Signing below indicates you understand the requirements.**

1. I understand this proposal is not complete until the attached signature page is signed by the Course Developer, Department Chair, Academic Dean, and Distance Education Dean or Director and received at the TN eCampus offices.
2. I have sent a copy of this completed proposal to the **Distance Education Dean or Director of my institution**. (If not, please do so now.)
3. I understand that contracts, salary, and other related employment activities are negotiated between the course developer and the local campus. TN eCampus does not directly employ or compensate faculty.
4. I understand that I may need to sign an intellectual property rights agreement at the local campus prior to training and course development.
5. I agree to complete all training sessions that are required of me by TN eCampus.
6. I understand that in order for this course to be offered in the next available semester, I must complete the development of this course including all related assessment activities and submit it for TN eCampus Quality Review by the stated deadline. I also understand that my work must be completed within one year of this proposal being approved or the project may be cancelled.
7. I agree to develop this course following the TN eCampus Course Development Standards. Failure to develop this course to TN eCampus standards may result in the course not being approved and offered and may delay any compensation for the development of this course.
8. I understand that I am required to maintain the master copy of the course using MC updates guidelines by date communicated, including revising assignment and quiz due dates by the stated deadline.
9. I understand that the TN eCampus is a collaborative model and that other professors may be assigned to teach sections of this course. As course developer, I understand that it is my job to mentor sectional faculty teaching my course throughout the semester.
10. I agree to submit the textbook selection(s) and modifications to the TN eCampus Virtual Bookstore through the Textbook Verification Form, by the specified deadline each semester. I understand that I am responsible for obtaining desk copies of textbook(s) and related material.

I have thoroughly read the above requirements and understand them.

|  |
| --- |
| Signature  |
| Date  |

## Developing Institution Required Signatures

|  |  |
| --- | --- |
| Course Developer | Date |
| Department Chair | Date  |
| Academic Dean | Date  |
| Distance Education Director or Dean | Date  |

DO NOT WRITE BELOW THIS LINE

## TN eCampus Required Signatures

|  |  |
| --- | --- |
| Director, Instructional Design and Training | Date |
| Executive Director, TN eCampus | Date |
| Associate Vice Chancellor | Date |