

**ONLINE LEARNING/DISTANCE EDUCATION  
COURSE DEVELOPMENT GRANTS  
SUMMER 2010**

**PURPOSE:**

A COURSE DEVELOPMENT GRANT of \$2,500 per course/faculty member will be provided by the office of the Vice Provost for Academic Administration in support of faculty time and effort to develop for credit undergraduate and graduate courses to be delivered online asynchronously for Summer 2010.

**GUIDELINES:**

The following guidelines apply to all faculty members interested in receiving this grant:

- 1) All interested faculty may submit a grant proposal to their respective school dean for approval. All proposals must include a brief description of the proposed course and the goals and purposes of the course. All proposals must contain a significant innovation in pedagogy that fully utilizes asynchronous technology while promoting student learning, student interest and interaction in a virtual setting. In addition, the proposal should describe the desired learning outcomes and ways these will be assessed.

- 2) All deans may recommend the faculty member(s) and course(s) they propose to develop for summer 2010 offering. It is recommended that courses be in the 3XX, 4XX, 5XX or 6XX level in the standard 3-credit hour module. The selected course(s) may come from the existing curriculum, but new courses may also be developed for distance education delivery. Courses proposed for General Education credit must first be submitted to the General Education Program office for review and approval, then forwarded to the Vice Provost for Academic Administration's office.

**Approved proposals with Deans' approvals and recommendations must be received in the Vice Provost's Office, by Monday, November 9, 2009 via e-mail to [OnlineLearning@american.edu](mailto:OnlineLearning@american.edu).**

**Selected proposals for this grant will be announced to the faculty on or before Monday, November 30, 2009.**

- 3) Faculty members receiving this grant must agree to attend the course development, design and delivery tutorial to be conducted online using Blackboard through the Center for Teaching, Research and Learning (CTRL). They must also agree to teach the approved online course during summer 2010 in accordance with the university's summer schedule. Teaching compensation will be paid in accordance with current university policy for summer teaching of a standard 3-credit hour course.

- 4) An abstract or brief course description and course dates must be provided to Vi Ertle, Vice Provost, by December 1, 2009 for inclusion in Summer 2010 publications and website. In addition, faculty should provide this same information to their respective dean/associate dean for submission of paperwork to the Registrar's office for inclusion in the Schedule of Classes.

- 5) Payment of the course development grant will be made to faculty as follows: 50% or \$1,250 upon completion of course development and design, by May 2010 payroll; the balance of \$1,250 is payable after the first week of summer 2010 class. Payments will not be made for incomplete courses not ready for delivery AND/OR if faculty member fails to satisfactorily complete the tutorial program. CTRL will certify the faculty's satisfactory completion of the tutorial program. The second 50% payment will not be made if the course is cancelled because minimum enrollment required for the course (8 students) is not met.
- 6) All online courses developed under this project will be budgeted within an Instructional Revenue Center (IRC) account where all expenses will be charged, including instruction, training, marketing, and class materials. The cost of teaching assistants will be provided to support distance learning faculty for each course with enrollment that exceeds 13 students. Maximum T/A hours covered will be 10 hours per week at \$15 per hour for the duration of the Online summer course.

Any questions, please contact Vi Ertle at extension 2720 or [vi@american.edu](mailto:vi@american.edu).