

APPENDIX C: INITIAL PLANNING FORM

Thank you for your interest in participating in the Center for Distance Education's (CDE) development process to create an online course. Developing and teaching an online course is a time consuming and ambitious endeavor but can allow our students access to UTA's quality education that they might not get otherwise.

Participating in the CDE development process requires a time investment and a commitment from all parties. The result is that the participant will be certain their course:

- Employs the latest technologies and pedagogies in online learning.
- Is developed in accordance with quality standards, such as Quality Matters principles.
- Is developed in accordance with federal guidelines associated with online learning.
- Is developed in accordance with ADA guidelines.
- Is developed in accordance with UTA policies.

The process is approximately six months and includes individual work with an instructional designer and Blackboard training sessions. A detailed timeline will be developed during your first two meetings with your designer.

Instructions for completing this form

Please complete the following form in its entirety. When you have completed the form, save it and send it as an e-mail attachment to the e-mail listed below.

Sarah Sarraj
cdeid@uta.edu

Course Developer Information

Author: _____ Employee ID: _____

UTA Email Address: _____ Phone Number: _____

Department: _____ Dean's Name _____

Are there any co-developers?

No; my stipend percentage is 100%

Yes; my stipend percentage is _____

Co-Developer(s)

List any co-developer(s) of the course and the percentage split of the development stipend.

Co-Developer Name	Percentage

Course Information

Course Prefix: _____ Course Number: _____

Title of Course: _____

Length of Course: _____ Delivery Method: _____

Number of students expected per semester: _____

Semester course will be developed: _____

Date course will be offered online: _____

Course Objectives

Are the course objectives institutionally mandated (meaning you cannot change them)?

CDE Canvas and Focus on Planning Training

Select the training workshops/courses you have attended or will attend.

Canvas Training

Level	Session Name	Attended	Will Attend
Essential	Getting Started with UTA Canvas		
Essential	Canvas Course Modules and Pages		
Essential	Canvas Assignments and Gradebook		
Essential	Canvas Discussion Boards		
Essential	Quizzes and Lockdown Browser		
Essential	Ally Accessibility Tool in Canvas		
As Needed	Studio: Videos in Canvas		
As Needed	Unicheck: Canvas Plagiarism Tool		
As Needed	Canvas Conferences		
As Needed	Open Lab		

To view Canvas Training workshop descriptions and register, visit [Canvas Training Registration](#).

Focus on Planning: Instructional Design Courses

Level	Session Name	Attended	Will Attend
Foundations	Evaluating Your Course Design		
Foundations	Quality Meets Alignment		
Foundations	Content Development		
Elective	Creating Presence		
Elective	Accessibility		
Elective	Rubrics		
Elective	Strategic Video-Making		

To view Focus on Planning course descriptions and register, visit [Focus on Planning Information page](#).

Course Design Service Type

Choose *one* of the following:

I have chosen **partial** CDE assistance. I will predominantly build my own Canvas course with the collaboration of a designated instructional designer. I will identify goals and outcomes as well as course content, activities, and assessments. I will contact the instructional designer weekly or as needed for updates, consultation, advice, and/or recommendations.

I have chosen **full** CDE assistance. An instructional designer will build my Canvas course with my help and collaboration. The instructional designer will assist me to identify goals and outcomes and help me provide activities and assessments. I will be meeting with the instructional designer on a regular basis.

Timeline

It is very important to set and maintain a timeline. Please develop a timeline for delivery of content. Content includes objectives, assignments, assessments, readings, videos, etc. Keep research/grant deadlines, course workload, conferences, etc. in mind.

**If delivery of content falls behind by two weeks, appropriate persons will be contacted.*

Intermediate Content Delivery Deadlines

List dates and content to be delivered

(For example, 07/15: Objectives, readings, videos, and assignments for Weeks 1 and 2)

Final Content Delivery Deadline

List date that 100% of content will be delivered

Faculty Signature

Date