Mayville State University

Online Course Development

Planning Form

The purpose of this form is to strategically plan for the development, scheduling and marketing of online courses. Discuss the completed form with your division chair and decide together whether to submit an Online Course Development Agreement. Once the Planning Form is complete, please bring it, along with the signed Agreement to the Director of Instructional Design and Technology. This form and the Agreement must be signed in order for this course to be approved for development.

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| **Demonstrate the audience for the online course** |
| Developer Name and Division: |
| Proposed Course Name & Number: |
| How does this course enhance your Division’s programs, other department’s offerings, and/or certificate and non-degree programs? |
| What potential external markets are there? |
| **Demonstrate the viability of the course** |
| How does this course fit into your load? |
| Is there potential for someone else to teach this course? |
| How often will it be offered? |
| When will it be offered? |
| Is your Chair/Division in full support of this offering schedule? |
| Is there an on-campus section of this course offered? |
| If so, do you plan to offer this course simultaneously to your on-campus course or alternate semester? |
| Will this course continue to be offered online or will the online offering replace the on campus section? |
| Will on-campus students be allowed to enroll? |
| Do you intend to now or foresee in the future designing this as a hybrid course? |
| **Alignment with the goals of the program and university** |
| What are the pre-requisites for this course? |
| Are course pre-requisites offered online? |
| If not, how are you going to obtain this audience or will you waive pre-requisites not offered online? |
| Why are you developing this online course? |

Developer signature and Date Division Chair signature and Date