

**LAMAR STATE COLLEGE ORANGE
ONLINE COURSE PROPOSAL FORM**

1. Choose One:

- New Course
- Existing Course (*Already in the LSCO inventory*)

2. Course Information (Alpha / Numeric / Name):

New Course: _____
To be offered in (*Semester & Year*): _____

Existing Course: _____
To be offered in (*Semester & Year*): _____

3. Division: Choose One: Proposer: _____

4. Co-Developers: _____

**RECOMMENDATION SIGNATURES:
SIGNATURE BOX FOR COMMITTEE USE ONLY**

| | |
|--|---|
| <p>Division Director:</p> <p>Signature: _____ Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> | |
| <p>Distance Education Committee:</p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled</p> <p>Signature: _____</p> <p>Date: _____</p> | <p>Vice President for Academic Affairs:</p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled</p> <p>Signature: _____</p> <p>Date: _____</p> |

5. Course Description.

6. Course Pre-requisite and/or Co-requisite.

7. Please specify how this course will be delivered.

- 100% Web-based (online only)
- Hybrid (online + meet in physical classroom)

8. Does the syllabus include student learning outcomes?

- Yes
- No

9. Which of the following course materials do you plan to use for the online course?

- Textbooks (*list them*):
- Textbook Exercises
- Vocabulary Exercises
- Case Studies
- Study Guides
- Maps
- Word Documents
- Spreadsheet Documents
- Database Documents
- Other (*list them*):
- Lecture Notes
- Handouts
- Worksheets
- Quiz Questions
- Online References
- Flash Cards
- Specialized Computer Software
- PowerPoint Presentation
- Charts/Graphs
- Audio/CDs
- Video/Clips/Films
- Slides/Photographs
- Drawing Materials
- Learning Aids (3D)

10. Which of the following teaching and assessment methods do you plan to use for the online course?

Teaching Methods

- Class Discussions
- Debate
- Written Assignments (long/short)
- Group Work

Assessment Methods

- Graded Discussions
- Peer Assessment
- Written Assignments (long/short)
- Group Assessment

- Lecture
- Laboratory
- Oral Presentation
- Portfolios
- Performance of Skill/Technique
- Tests
- Field Trips
- Other:

- Problem Analysis, Diagnosis, Solving
- Laboratory Assessment
- Oral Presentation
- Portfolios
- Skill/Technique Assessment
- Pre-Assessment Testing
- Quizzes, Practice Tests
- Proctored or Un-Proctored Tests
- Other:

11. Which of the communication tools listed below do you plan to use? Briefly explain the techniques you could incorporate to make them more effective.

- Discussion Board *(required)*:
- Email *(required)*:
- Chat:
- Collaborate:

12. What modules in the Blackboard (Bb) faculty online training you have completed? How would you rate your familiarity with each? *(Check all that apply)*

| | <i>Lowest</i> | | | <i>Highest</i> | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> Bb: Planning Your Course | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Course Building Basics | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Using Course Files (Content Collection) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Presenting Your Content | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Evaluating Your Content | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Grade Center Basics | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: using Collaborate Ultra | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Communication Overview | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Creating Discussions | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Creating Assignments | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Creating Tests | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Grade Center Advanced | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Creating Accessibility Courses | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |

| | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> Bb: Working with Discussions | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Encouraging Collaboration (Group Work) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Grading Assignments | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Grading Tests | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Working with Grades | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Troubleshooting Student Performance | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Packages and Utilities | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Advanced Tests, Surveys and Pools Functionality | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Collaborating with Group Work | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Using Multimedia | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Retention Center | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Journals and Blogs | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Bb: Working with Wikis | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| | | | | | |
| <input type="checkbox"/> Internet Browsing | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Library Resources | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Webinars (<i>specify</i>): | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Other (<i>specify</i>): | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |

13. What training(s) would you like to attend (i.e., Blackboard, ProctorU, Microsoft Suite, etc.)?
(Please describe)