



## Online/Hybrid Course Development Template

### How to Use this Course Development Template

1. Please **GATHER** together existing or preliminary **COURSE MATERIALS** including:
  - Syllabus and media (e.g. Textbook, articles, web links, etc.)
  - Class presentations (e.g. PowerPoint slides, notes, handouts, etc.) and corresponding activity plans (e.g. Discussion questions, problems, etc.)
  - Assessment plans (e.g. Exam, term paper, project, etc.)
2. Please use this template to **MAP COURSE TOPICS INTO MODULES** for the length of the course (approximately 13 - 15 weeks):
  - a. The “Pre-o” module may contain materials needed by students to prepare for class (e.g. review of basic statistics). Module “o” may contain course orientation activities (e.g. Course overview and guidelines, introductions, etc.). These activities are to be completed by students prior to starting their course work.
  - b. Modules 1 through 15 should contain a topic outline or objectives, appropriate teaching and learning materials or activities, followed by matching activities or assignments, and corresponding plans for assessment.
  - c. Student course evaluations should be planned and coordinated at mid-semester and at the end of the semester.
3. Please **PLAN** how each topic outline will be presented and facilitated during **EACH MODULE**. **For each module** ask the following:
  - What do I want my students to get out of this? What do I want my students to be able to do? To what level and how well?
  - Do I have any concerns as to what might be difficult to teach or learn in an online environment?
  - What are most effective teaching and learning materials or activities for this topic outline or objectives? How about when it is transferred to an online environment?
  - How will I assess whether they learned this? What’s the most effective assessment for this in an online environment?

### Where to Obtain Additional Assistance

For assistance in hybrid or online course development, please contact Marija Franetovic at 248.204.3758.

For online courses under existing Management or Architecture programs, please contact Diane Cairns at 248.204.2384 or Rachel Cronover at 248.204.2385.

For online courses under existing Arts & Science or Engineering programs, please contact William Drummond at 248.204.2383.

For all other inquires, please contact eLearning Services at 248.204.2380.



### Online/Hybrid Course Development Template

| Module (week)          | Topic Outline/Objectives | Teaching and Learning Materials or Activities | Activities or Assignments | Assessments |
|------------------------|--------------------------|---|---------------------------|-------------|
| Pre-o (preparatory)    |                          |   |                           |             |
| 0 (course orientation) |                          |   |                           |             |
| 1                      |                          |   |                           |             |
| 2                      |                          |   |                           |             |
| 3                      |                          |   |                           |             |
| 4                      |                          |   |                           |             |
| 5                      |                          |   |                           |             |
| 6                      |                          |   |                           |             |
| 7                      |                          |   |                           |             |



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| Module (week)              | Topic Outline/Objectives | Teaching and Learning Materials or Activities | Activities or Assignments | Assessments |
|----------------------------|--------------------------|---|---------------------------|-------------|
| 8                          |                          |   |                           |             |
| 9                          |                          |   |                           |             |
| 10                         |                          |   |                           |             |
| 11                         |                          |   |                           |             |
| 12                         |                          |   |                           |             |
| 13                         |                          |   |                           |             |
| (14)<br>(to be determined) |                          |   |                           |             |
| (15)<br>(to be determined) |                          |   |                           |             |
|                            |                          |   |                           |             |



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| Module (week) | Topic Outline/Objectives | Teaching and Learning Materials or Activities  | Activities or Assignments   | Assessments  |
|---------------|--------------------------|--|---|--|
|               |                          | <p><b>Options for teaching and learning materials or activities:</b></p> <ul style="list-style-type: none"> <li>▪ Textbook</li> <li>▪ Library article, e-book or media</li> <li>▪ Discipline-specific visual (graphic, photograph, diagram, concept map, etc.)</li> <li>▪ PowerPoint presentation (with or without audio)</li> <li>▪ Video presentation (streaming video or video clips)</li> <li>▪ Audio file (podcast or audio clip)</li> <li>▪ Asynchronous discussion (Discussion Board)</li> <li>▪ Online collaboration tools (Wimba, Second Life, or other Web 2.0 tools)</li> <li>▪ Discipline-specific interactive simulation</li> </ul> | <p><b>Examples of student activities or assignments:</b></p> <ul style="list-style-type: none"> <li>▪ Pose questions</li> <li>▪ Respond to questions</li> <li>▪ Engage in a group discussion</li> <li>▪ Summarize a topic</li> <li>▪ Apply rules to solve problems</li> <li>▪ Perform library research in discipline</li> <li>▪ Compare and contrast data</li> <li>▪ Prototype an original design using simulation software</li> <li>▪ Write a report about an original problem solution</li> <li>▪ Create visual and/or Interactive media (Web site, game, etc.)</li> <li>▪ Apply theory by creating a concept map</li> <li>▪ Analyze a case study</li> <li>▪ Write a Short</li> </ul> | <p><b>Assessment examples:</b></p> <ul style="list-style-type: none"> <li>▪ Mid-term/final exam</li> <li>▪ Periodic tests</li> <li>▪ Pre-test/post-test</li> <li>▪ Module quizzes</li> <li>▪ Discussion Board grader</li> <li>▪ Adaptive release</li> <li>▪ Rubric</li> <li>▪ Checklist</li> <li>▪ e-Portfolio</li> <li>▪ Paper</li> <li>▪ Presentation</li> <li>▪ Project</li> <li>▪ Self-assessment</li> </ul> |



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| Module<br>(week) | Topic Outline/Objectives | Teaching and Learning<br>Materials or Activities  | Activities or Assignments   | Assessments |
|------------------|--------------------------|---|---|-------------|
|                  |                          | <ul style="list-style-type: none"> <li>▪ Interactive tutorial (Captive or other)</li> <li>▪ Case study</li> <li>▪ Game</li> <li>▪ Concept mapping</li> <li>▪ Survey or mini quiz</li> <li>▪ Web site</li> <li>▪ Glossary</li> <li>▪ Student-produced material</li> <li>▪ Reusable learning object</li> <li>▪ Open source content</li> </ul> | <ul style="list-style-type: none"> <li>Paper/Periodic Paper/Term Paper</li> <li>▪ Journal</li> <li>▪ Collaborate in a group project</li> <li>▪ Write a collaborative paper</li> <li>▪ Present in a group presentation</li> <li>▪ Participate in a Role play</li> <li>▪ Participate in a Debate</li> <li>▪ Perform field work</li> </ul> |             |