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 inquiries, please contact eLearning Services at 248.204.2380.

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### Online/Hybrid Course Development Template

<table>
<thead>
<tr>
<th>Module (week)</th>
<th>Topic Outline/Objectives</th>
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<td>Pre-0 (preparatory)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Options for teaching and learning materials or activities:</strong></td>
<td><strong>Examples of student activities or assignments:</strong></td>
<td><strong>Assessment examples:</strong></td>
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<tr>
<td></td>
<td></td>
<td>- Textbook</td>
<td>- Pose questions</td>
<td>- Mid-term/final exam</td>
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<td>- Library article, e-book or media</td>
<td>- Respond to questions</td>
<td>- Periodic tests</td>
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<td>- Discipline-specific visual (graphic, photograph, diagram, concept map, etc.)</td>
<td>- Engage in a group discussion</td>
<td>- Pre-test/post-test</td>
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<td>- PowerPoint presentation (with or without audio)</td>
<td>- Summarize a topic</td>
<td>- Module quizzes</td>
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<td>- Video presentation (streaming video or video clips)</td>
<td>- Apply rules to solve problems</td>
<td>- Discussion Board grader</td>
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<td>- Audio file (podcast or audio clip)</td>
<td>- Perform library research in discipline</td>
<td>- Adaptive release</td>
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<td>- Asynchronous discussion (Discussion Board)</td>
<td>- Compare and contrast data</td>
<td>- Rubric</td>
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<td>- Online collaboration tools (Wimba, Second Life, or other Web 2.0 tools)</td>
<td>- Prototype an original design using simulation software</td>
<td>- Checklist</td>
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<td>- Discipline-specific interactive simulation</td>
<td>- Write a report about an original problem solution</td>
<td>- e-Portfolio</td>
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<td>- Create visual and/or Interactive media (Web site, game, etc.)</td>
<td>- Paper</td>
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<td>- Apply theory by creating a concept map</td>
<td>- Presentation</td>
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<td>- Analyze a case study</td>
<td>- Project</td>
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<td>- Write a Short</td>
<td>- Self-assessment</td>
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<tr>
<td></td>
<td></td>
<td>▪ Interactive tutorial (Captivate or other)</td>
<td>Paper/Periodic Paper/Term Paper</td>
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<td>▪ Case study</td>
<td>▪ Journal</td>
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<td>▪ Game</td>
<td>▪ Collaborate in a group project</td>
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<td>▪ Concept mapping</td>
<td>▪ Write a collaborative paper</td>
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<td>▪ Survey or mini quiz</td>
<td>▪ Present in a group presentation</td>
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<td>▪ Web site</td>
<td>▪ Participate in a Role play</td>
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<td>▪ Glossary</td>
<td>▪ Participate in a Debate</td>
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<td>▪ Student-produced material</td>
<td>▪ Perform field work</td>
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<td>▪ Reusable learning object</td>
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<td>▪ Open source content</td>
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