

Development Fund Guidelines

Please type or print clearly.

Today's Date: ____/____/____

Course Name and Number (including section): _____

Instructor Name: _____ Instructor Email: _____

TA/Co-Instructor Name: _____ TA/Co-Instructor Email: _____

Department/College: _____ Instructor Phone: _____

Semester to be Developed*: _____ Semester to be Taught: _____

***Please allow one full semester for course development.**

The following criteria must be met prior to receiving development funds for distance learning courses:

DISTANCE LEARNING MEETING	Requirement Met? ____
<ul style="list-style-type: none"> You have met at least once with one of our Distance Learning Specialists (Laura Orsetti laura.orsetti@uky.edu, or Diana Deen deen@uky.edu, to discuss your course needs and goals. 	
DISTANCE LEARNING COURSE APPROVAL	Requirement Met? ____
<ul style="list-style-type: none"> Your course has been approved to teach in a distance learning format by each of the following: <ul style="list-style-type: none"> Your department/college The appropriate academic council (Undergraduate, Graduate, or Health Care Colleges) The Senate Council Your course has been assigned the appropriate distance learning section number by the Registrar (i.e. -201, -210) 	
BLACKBOARD TRAINING	Requirement Met? ____
<ul style="list-style-type: none"> You have completed either the in-person or online Blackboard training (http://www.uky.edu/TASC/DL/BBsupport.php). 	
BLACKBOARD SHELL	Requirement Met? ____
<ul style="list-style-type: none"> You have a Blackboard shell for your course (http://iweb.uky.edu/BBCourseRequest/app1.aspx). 	
DRAFT SYLLABUS	Requirement Met? ____
<ul style="list-style-type: none"> You have provided our office with a draft syllabus of your course as it relates to the distance learning format. 	
OUTLINE	Requirement Met? ____
<ul style="list-style-type: none"> You have provided our office with an outline of how the course will be delivered to the students in its distance learning format (what technologies you plan to use, if there are any class meetings, basic layout of the course, etc). 	
TIMELINE	Requirement Met? ____
<ul style="list-style-type: none"> You have provided our office with a course development and delivery timeline. 	
CHAIR SIGNATURE	Requirement Met? ____
<ul style="list-style-type: none"> You have met with your Chair and (acknowledged by the signature below) he/she understands that you are developing this course for delivery via distance learning formats. By completing the Guidelines above, you are eligible for distance learning course development funds which will be transferred to your academic department during the semester of completion. By accepting course development funds, it is agreed that the course will be offered a minimum of four semesters prior to major update and revisions. Should the distance learning course development and delivery cycle not be completed as outlined above, the development funds will be forfeited and returned to Distance Learning Programs. <p>Chair Signature: _____ Date: _____</p> <p>Faculty Member Signature: _____ Date: _____</p>	
DEVELOPMENT REVIEW	Requirement Met? ____
<ul style="list-style-type: none"> You have scheduled a meeting with a Distance Learning Specialist to review your course development progress and confirmed completion of guidelines for funding (according to the statement above). 	

Distance Learning Specialist approval that all requirements have been met: _____ Date: _____