



#### **Summer Session**

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## **REQUEST FOR PROPOSALS SUMMER SESSION HYBRID COURSES**

Funding is available from Summer Session to assist faculty and academic units to plan and implement the development of hybrid courses taught during summer session. The purpose of a hybrid course is to integrate the advantage and best features of both face-to-face and online learning.

A key goal of this RFP is to develop new course offerings and increase the availability of courses to students who may have limited time for face-to-face education but would like to continue during the summer term.

### **WHO MAY APPLY?**

Faculty who teach summer courses, Departments, Colleges or other academic units which offer courses or programs for credit during summer term may submit proposals.

### **REQUIREMENTS**

As a students' scheduling needs change, educational methods need to adapt and develop as well. By offering hybrid courses, this provides students and faculty the flexibility to fit courses into a busy schedule, and thus maximize both learning and teaching styles. Providing education in alternative formats allows for greater access of education to individuals who may otherwise be restricted by location limitations or time available to spend in face-to-face contact with faculty and peers.

This grant program is intended to provide resources for faculty members and departments to mutually assist in the development of specific hybrid courses offered during summer term.

Hybrid courses are required to include the following, but are not limited to;

#### **Operationally**

- Face-to-face format, minimum 20%
- Online format (via Blackboard interactive technology), balance of course
- Established measurable goals and course objectives
- Assessment to determine if student learning, goals, and objectives are met

#### **Pedagogically**

- Encourage interactive contact between students and faculty
- Develop reciprocity and cooperation among students
- Uses active learning techniques
- Emphasizes time on task
- Gives prompt feedback
- Communicates high expectation to students
- Respects diverse talents and ways of learning

## **REQUIREMENTS (CONT.)**

### Timelines/Deadlines

- RFP requests must be submitted to Summer Session by April 1<sup>st</sup> to allow adequate time for course approval and the development processes to be completed for the upcoming summer.
- Hybrid course development must be completed and ready for release by the start of Summer Session (Session 6: Intersession/Zero Week) even if the course is scheduled to run in a later session, unless otherwise contractually agreed upon.

Summer Session “hybrid” course proposals will be reviewed by Summer Session and the Extended Campus Intake team.

## **FINANCIAL SUPPORT FOR DEVELOPMENT**

### Available grant support:

- Undergraduate course development: Up to \$3000\*
- Graduate course development: Up to \$5000\*

\* Funds to be distributed upon submission of all course materials and completion of course development.

### Services provided by Extended Campus Program & Development Team:

- Technical Design Support
- Course Guidelines and Standards
- Faculty Support Services
- Faculty Orientation and Training
- Student Access Issues

## **COURSE CODING FOR SCHEDULE OF CLASSES**

All *summer* “hybrid” courses are listed in the summer term OSU Schedule of Classes with a campus code of “C” (Corvallis; even when actually meeting face to face off-campus) and a type code of “Y” (WWW).

## **STUDENT BILLING**

Students are billed tuition/fees for summer ‘hybrid’ courses in the same manner they would be charged for standard on-campus courses, and based on their individual student rate code. No special fee waiver agreements will be allowed to request removal of standard on-campus fees (i.e. incidental, building, student health services) from student account billings. This applies to ALL summer ‘hybrid’ courses, even when the face-to-face component is completed elsewhere off the Corvallis campus.

## **TUITION REVENUE DISTRIBUTION**

At the end of summer term, tuition revenues generated will be distributed (in late December) to colleges based on the standard Summer Session revenue model (86/14) processes.

Questions: contact Martin Barry, Summer Session office @ 737-3107.

## Summer Hybrid Course Proposal

You may submit your proposal electronically using this word document as a template or manually if preferred.  
Handwritten documents will be scanned electronically to create a .PDF file for historical recording.

### COURSE INFORMATION

<b>Course Title:</b>	
<b>Subject &amp; Course Number:</b> (FOR 445; or FW 421/521)	
<b>Credit Hours:</b> (3; or 1-16)	
<b>Initial Offering Year:*</b> (SU10, SU11 or SU12)	
<b>Course Dates:</b>	
<b>Session Offered:</b> (Sess. 1 through 6 available)	
<b>Face-to-Face % Format:</b> (minimum of 20%)	
<b>Online Format % Format:</b>	

\*To allow time for the approval & development phases, please use the following submission deadlines:

- SU10: RFP must be submitted by April 1, 2010
- SU11: RFP must be submitted by April 1, 2011
- SU12: RFP must be submitted by April 1, 2012

### INSTRUCTOR INFORMATION

Primary Instructor	
<b>Name:</b>	
<b>Phone(s):</b>	
<b>Email:</b>	
Secondary Instructor, if applicable	
<b>Name:</b>	
<b>Phone(s):</b>	
<b>Email:</b>	

### DEPARTMENT INFORMATION

An email will be sent to the person(s) listed below for approval of the course(s) for hybrid delivery

Primary Department	
<b>Department</b> (referring course):	
<b>Dept. Chair Name:</b>	
<b>Dept. Chair Email:</b>	
Secondary Department, if applicable	
<b>Department:</b>	
<b>Dept. Chair Name:</b>	
<b>Dept. Chair Email:</b>	

## CATEGORIES

All information below pertains to the department(s) through which this course(s) will be offered.

Please describe any matching funds from the department/college and include any other information relevant to the budget or funding of this course proposal. Summer Session offers funding for courses offered only during summer term as hybrid (face-to-face and online) delivery.

**Check (X) all statements that apply**

	Course adds significant value to the delivery of existing degrees, minors, licensure, graduate certificates, and other credit programs.
	Course will meet critical program needs; provide new options, additional minors, Bacc. Core, WIC, etc.
	Course is required by degrees, minors, or certificates.
	Course has potential for high enrollment to a defined audience.
	Course is an existing Ecampus offering in need of revision for hybrid format.

## COURSE DESIGN SPECIFICATIONS

<b>Individual(s) designing/developing course:</b>	
<b>Student Enrollment Cap (max.):</b>	
<b>Specific years course will be offered:</b> (min. two consecutive summer terms)	
<b>Multimedia Resources:</b> (describe any graphics, PowerPoint, audio, video, specialized software, etc., you hope to include in this course)	
<b>Internet Resources:</b> (describe any Internet resources, Blackboard cartridges, publishers resources, etc. required for use in this course)	
<b>Physical Classroom Resources:</b> (describe the intended location for the face-to-face component)	
<b>Other Components:</b> (describe any other aspects of design or desired learning activities required; such as: field trips, group assignments, research papers, interactive assignments, etc)	
<b>Additional Comments:</b>	

## SYLLABUS

Please attach the following documents:

- Syllabus, including goals and objectives of course
- Describe the plan for course/instructor evaluation and assessment

Proposals may be submitted electronically to [Summer.Session@oregonstate.edu](mailto:Summer.Session@oregonstate.edu)