REQUEST FOR ONLINE COURSE PROPOSALS

1. SUBMIT AN EXPRESSION OF INTEREST
Send in an initial expression of interest via this [web form].
[https://docs.google.com/forms/d/e/1FAIpQLSfPNkCZnzeklyR7QvGbZGXgByH41xZHbaSV_QJxjE52lpQ/viewform?usp=sf_link]. This is a paragraph in which you let us know if this is an new or existing course, why you think it is a good candidate for online delivery, and who would be involved in the development of the online course. Upon receipt of this material, the office of Global and Digital Strategy will schedule a development meeting with Rice Online staff to help you write a full proposal.

2. SUBMIT FULL PROPOSAL + LETTER OF SUPPORT
You will need to submit a 2-3 page full proposal for online delivery of a course and a letter of support from your Dean or Department Chair. During your proposal development meeting, Rice Online staff will answer questions, help develop an accurate timeline for development, identify what resources you'll need to create an online course, and can help you develop the proposal itself. They will also be available for proposal feedback.

3. OBTAIN DEAC APPROVAL
Your proposal and letter of support will be reviewed by the Digital Education Advisory Committee. If your course is approved, you will sign an online course agreement and Rice Online staff will schedule a project kick-off meeting to begin development of your online course. All courses for credit will then follow the normal Registrar approval processes.

4. FUNDING INFORMATION
All faculty who create online courses are eligible for supplemental salary while developing an online course. This amount will depend on the scope or work and will be determined by the Office of Digital and Global Strategy. Additional support for TAs is also available during the course development.

DEADLINES:

FALL 2019
For a Fall 2019 course, you must submit an expression of interest by **September 30th 2018**.

SPRING 2020
For a Spring 2020 course, you must submit an expression of interest by **February 28th, 2019**.

MORE INFORMATION:
To see our usual online course workflow, see: [link]
To see samples from a current online course, see: [link]