



## OSUN Course Proposal Questions

This document provides the questions asked on the form for submission of an OSUN course proposal. Do not submit this form but use it as a guide to prepare your answers in advance. Your course proposal will only be considered if submitted through the [online OSUN Course Proposal Form](#). **The deadline for submission is September 22, 2021.**

As you prepare your proposal, please refer to the following set of expectations and the section on OSUN Courses within the OSUN Connected and Blended Learning [Toolkit](#).

Expectations for OSUN Courses (and faculty):

- Faculty will attend a mandatory pre-semester workshop on best practices for teaching with learners from a diversity of institutions
- The final syllabus must include:
  - attendance and grading policies
  - dates that class will not be held due to breaks or holidays
  - date of daylight savings time change (if applicable)
  - information on accessing support from OSUN tutors and student ambassadors
- The course design will include frequent low-stakes assignments, team work, and active student participation on a regular basis
- Regular synchronous meetings are the norm for the course
- The course carries at least 3 US or 6 ECTS credits according to your home institution's policy on credit weight
- To the extent possible, course texts and materials will be available via the course platform and will not require students to purchase materials
- At least one assignment will require attendance at a virtual panel discussion, workshop, lecture, or other OSUN-sponsored event - ideally offered by another partner. A calendar of events and event promotions will be shared with faculty teaching OSUN courses.
- Time will be set aside during a final class meeting for the students to complete the OSUN course evaluations. (OSUN student evaluations are not used in tenure or institution-specific faculty review processes except at the faculty member's request.)
- Faculty will complete a faculty evaluation provided by OSUN
- OSUN will cover the cost of a course intern or TA and up to three guest speakers

Teaching an OSUN course requires the approval of the relevant Dean or other academic officer at each participating OSUN institution and should follow the institution's process for new course approvals.

The review of proposals for OSUN courses is competitive. OSUN supports only those proposed courses that best meet OSUN's priorities. Endorsement of the course by OSUN does not imply or replace the approval of the course by each participating institution.

1. Course title:
2. Course subject and number (ie Literature 101)
3. Faculty member/s (full name, title,, and home division/faculty):
4. Institution:
5. Course description (one to two paragraphs):
6. Total intended enrollment?
7. Number of seats you intend to reserve for students from your home campus?
8. Credit value intended for the course (specify US or ECTS)
9. Please indicate the percentage of the course that will be delivered in a synchronous format:
  - a. 100%
  - b. 75% - 100%
  - c. 50%-75%
  - d. less than 50%
10. Course level (or intended years of participating students):
  - a. 100 level / 1st year: has no pre-requisites, appropriate for new or 1st year students
  - b. 200 level / 2nd year: may have pre-requisites, appropriate for students with at least one year of college/university study (nb: new/1st year students may enroll in 200-level courses at the instructor's discretion)
  - c. 300-400 level / 3rd year or higher: has pre-requisites, appropriate for 3rd or 4th year students or students with substantive experience in the field (nb: 1st or 2nd year students may enroll in 300/400 level classes at the instructor's discretion.)
11. If your course has pre-requisites (see previous item), please list them here.
12. What are the proposed learning objectives? What is the benefit of the course including students from multiple OSUN partners? What are the pedagogical, or curricular or other benefits of integrating students from multiple geographies and educational backgrounds?
13. With which OSUN priorities or programs does the course align?
  - a. Democratic Practice
  - b. Strengthening the Core
  - c. Sustainability and Climate
  - d. Inequalities
  - e. Human Rights
  - f. Global Justice
  - g. Global Public Health
  - h. Arts and Society
  - i. Liberal Arts and Sciences
  - j. Civic Engagement
14. What types of texts and other materials will be used in the course? How will these materials be made available to the students?

15. Have you received approval from your department head or dean to teach this class as an OSUN class?
- a. yes
  - b. no
  - c. in process
16. Please share any additional comments or questions.