

**Jump Start Online Course Development Grants**  
**IUPUI Office for Professional Development**  
*Proposals are due Wednesday, March 5, 2008.*

The Jump Start program is designed to provide IUPUI and IUPUC faculty with the support, time, and resources to effectively design an online, hybrid or web enhanced course. Jump Start faculty will be assisted in envisioning new ways of facilitating learning and redesigning courses to promote improved student learning and more efficient use of faculty time and IUPUI resources. Faculty selected for the Jump Start program will receive a stipend of \$2,500 for fulfilling grant requirements. The faculty member's department or school will be required to provide matching funds.

Support for faculty will include

- instructional design guidance;
- information resources support (help with developing information literacy skills for students, locating appropriate materials, research strategies, filtering tools, etc.);
- instructional technology expertise regarding appropriate use of technology to support effective online teaching;
- help with constructing assessment criteria and plan;
- production support through Media Design and Production (MDP), including videographers, graphic designers, and web programmers;
- assistance with copyright issues; and
- a community of faculty progressing through a similar process.

### **Grant Options**

Two different grants are available to support your online course development. Which one is right for you?

1. **Jump Start**

- For faculty who are new to or relatively inexperienced in online teaching.
- The Jump Start program has two phases.
  - ✓ The intensive orientation phase entails two weeks of online teaching instruction and prototype design.
  - ✓ The development phase is when the remainder of the course is created.
- The intensive orientation phase requires attending on-campus sessions May 13, 15, 20, and 22. Further, participants will be expected to work independently and in collaboration with CTL consultants for an additional 10-15 hours during the week of May 12-16 and again during the week of May 19-23.
- During the development phase, faculty will be expected to meet regularly with CTL consultants, work independently, and meet development deadlines.
- Courses must be completed by either August 2008 or December 2008, depending on the delivery timeline.
- Faculty will be eligible to receive up to a \$2500 stipend and can earn two additional \$500 bonuses for meeting development deadlines.
  - ✓ first payment of \$1000 for completing intensive phase
  - ✓ first \$500 bonus for prototype design completion by May 27, 2008
  - ✓ second \$500 bonus for 50% completion by halfway (determined by course development calendar)
  - ✓ remaining \$1500 for completing course development by August or December deadline
- Faculty will receive production support from Multimedia Design and Production for their course.

## 2. Jump Start *XL* (accelerated)

- For faculty with extensive online teaching and course development experience.
- Participation in the two week intensive orientation phase is not required, but faculty will be expected to meet regularly with CTL consultants while designing and developing their courses. For most faculty this will mean weekly meetings early in the project, then biweekly or monthly meetings later in the project. They also are expected to meet development deadlines.
- Courses must be completed by either August 2008 or December 2008, depending on the delivery timeline.
- Faculty will be eligible to receive up to a \$2500 stipend and can earn two additional \$500 bonuses for meeting development deadlines.
  - ✓ First payment of \$1000 for completing a prototype module. If the prototype module is delivered by May 27, 2008, they will receive a \$500 bonus.
  - ✓ Second \$500 bonus for 50% completion by halfway date determined by course development calendar.
  - ✓ Remaining \$1500 for completing course development by August or December deadline.
- Faculty will receive production support from Multimedia Design and Production for their course.

### **Terms of Eligibility**

Open to tenure-track or tenured faculty, lecturers, and part-time faculty at IUPUI or IUPUC. A final report is to be submitted to the Center for Teaching and Learning within 30 days of project completion.

### **Priority Criteria**

When awarding Jump Start grants, priority will be given to courses meeting one or more of the following three criteria:

1. Large-enrolling, multi-section courses that can be taken by students in alternative format to regular offerings. Total enrollment must be greater than 60 students per semester.
2. Courses that are part of an online certificate or degree program.
3. Technology, health, or business courses that are needed by associate degree holders who are pursuing a general studies bachelor's degree.

### **How to Apply**

Jump Start and Jump Start *XL* applications must be completed using an online electronic form by **Wednesday, March 5, 2008**. It is advised that applicants download a print version of the form ahead of time to prepare their responses at [http://ctl.iupui.edu/Programs/08\\_JS\\_print\\_form.pdf](http://ctl.iupui.edu/Programs/08_JS_print_form.pdf). All form fields have stated character limits. Therefore, applicants should pay careful attention to the length of their responses for each field. Within the electronic form, applicants will be able to upload supporting documents such as letters of support. These documents should be either Word (.doc or .docx) or Rich Text Format (.rtf) documents. When applicants are ready, the application can be accessed online at <http://ctl.iupui.edu/Programs/jumpstartapply.asp>.

### **Notification of Action**

Upon submission, your proposal will be reviewed by a committee consisting of faculty and Center for Teaching and Learning staff. Applicants will be notified of award decisions by March 31.

## Jump Start Proposal Guidelines

Proposals must include the following elements.

- 1. Description of the course and the problem or opportunity to be addressed with the online, enhanced, or hybrid course.** This section should include the course name and number as well as address how the course redesign will be of significance to the department and/or the university, the average number of students enrolled in the course each semester, and the potential for attracting new students through the course redesign.
- 2. Description of the goals, activities, and timeline associated with course development.** This section should include a clear description of the project goals and means by which those goals will be met. In other words, outline your goals, activities, and timeline for successfully completing the project within the targeted completion date.
- 3. Student learning and sound pedagogy in the discipline and online learning.** This section should include student learning outcomes. For undergraduate courses, this will include outcomes based on the Principles of Undergraduate Learning (PULs) associated with the course. This section should provide evidence of the intention to use learning theory and appropriate instructional practices within the discipline in the online course.
- 4. Creativity and innovation through technology.** This section should include plans for creative and innovative practices in the online or hybrid course redesign project. In addition, a description of familiarity and prior use of Oncourse should be provided.
- 5. Assessment plan.** This section should outline how student learning will be assessed in the course as well as a plan on how the effectiveness of the online or hybrid course will be assessed and the means by which the results of the assessment activities will inform future practice. All courses that are part of the Jump Start program must participate in a mid-term formative course evaluation term and an end-of-semester summative evaluation. Both evaluation instruments will be provided by the Center for Teaching and Learning.
- 6. Jump Start XL applicants only: Online teaching philosophy statement and sample online course syllabus.** Jump Start XL applicants must submit a statement describing their online teaching philosophy and a syllabus from an online course they have previously taught.
- 7. Matching funds.** Jump Start and Jump Start XL applicants will need to verify the existence of \$2,500 in matching funds from a school or department. In kind matching funds (e.g., release time, assistance of support and IT staff) are appropriate.

For additional information, contact 274-1300 or email [thectl@iupui.edu](mailto:thectl@iupui.edu).