

Application Form for Course Design Grants for New Courses
ALL APPLICATION MATERIALS DUE: 5 pm EDT, Monday April 24, 2006

EMAIL completed application to: cit@duke.edu using subject line: course design grant application	AND FAX signature page to Course Design Grant Application c/o Amy Campbell 668-2578	NOTE: Applications will not be accepted via campus mail or hand-delivery.
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Application form:

1. Faculty information

Name:

Department/school:

Email:

Phone:

FAX:

Campus address:

Faculty rank/title:

2. Information about new course

Course title:

Subject and number (use official STORM designation):

Number of sections:

Total planned enrollment:

Is the course already approved (and for which semester)?:

3. Who will typically teach this course in your department (will you share teaching duties in different semesters with other faculty, and if so, will they use the course as designed?)

4. Position of the course within curriculum/program (is the course required, introductory, non-major, major, pre-requisite for later courses, etc.)

5. Provide information about the students who are expected to take the course (year, typical prior background, etc.)

6. Briefly, describe the following components of the course **as you currently see them**, no more than 3-4 sentences each:

- What are the key concepts/skills the students will learn in the course?
- How will you teach the course, what teaching methods do you plan to use (e.g., lecture, discussion, lab, online activities, group work, etc.)?
- What types of activities will students do in the course?
- How will you measure student learning in the course?

7. What do you think is innovative about how you're planning to design this course?

8. What help and/or consulting do you need in developing your course (i.e., what are your primary reasons for applying for this grant)?

9. At this point, about how far along are you in the design of your new course? (mark with X)

0% (not started, beyond writing the course description and getting the course approved)

25%

33%

50%

67%

75%

nearly 100% done

10. Name of department chair

11. Name of IT support / desktop support person

Along with your application, submit via email to cit@duke.edu, FAX to 668-2578, OR paste below a copy of the course description, the current syllabus (if any) and any other relevant course planning information in its current state.