

# Extension Online Course Proposal Form

Please submit this completed form to [extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu) before developing a storyboard or writing a script for a UI Extension Online Course. Feel free to contact us with any questions you may have at [extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu).

SCREENING QUESTIONS

We want to make sure you’re in the right place. Before we begin, please answer the following questions:

1. Is your course going to be available for the public or for UI employees only?

UI Employees Only 🡪 Please contact us to set up a consult at [extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu)

Public 🡪 proceed to the next question

1. Will you be the instructor of the course or are you building this for other educators/teachers to use?

Other Educators 🡪 This does not qualify, [please see the Extension Curricula Series](https://www.uidaho.edu/extension/publications/about/publishing-guidelines/ecs)

I, or one of the authors, will be the instructor 🡪 proceed to the next question

1. Will the course be asynchronous (learners can access it whenever with no set meeting times) or do you plan to have designated meeting times?

Scheduled meeting times 🡪 Please contact us to set up a consult at [extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu)

Asynchronous 🡪 Please proceed with filling out the Proposal Form

PEER-REVIEW PROCESS

1. Do you want to have this course peer reviewed through FastTrack or bypass the peer-review process?

Peer Reviewed (Proceed to Next Question)  
 *These result in an official peer-reviewed publication credit and teaching and contact credit.*

Bypass Peer-Review Process (Proceed to Question 6)  
 *These result in teaching and contact credit only.*

1. REFEREES (PEER REVIEWERS). Please provide the names, affiliations, and email addresses of at least three experts we could ask to review your project. (Note: We may not necessarily contact them.) They do not need to be U of I faculty or staff.

COURSE INFORMATION

1. COURSE TITLE  
   What will you call your course?
2. CREATOR(S)

List the corresponding creator’s (author/educator) name, affiliation, and contact information, plus the name and affiliation of each cocreator.

* 1. Corresponding creator
  2. Cocreators

1. PURPOSE

What need will your project satisfy or what problem will it solve?

1. ALIGNMENT  
   Does this project align with one of the [Priority Extension Themes](https://www.uidaho.edu/extension/programs) (PET)?  Yes  No
2. SERIES  
   Is this a stand-alone course or a part of a series?
3. CERTIFICATIONS  
   Is this course associated with a licensure requirement, CEU, court mandate, professional certification, etc? If so, please explain.
4. PARTNERSHIPS  
   Is this course being developed in partnership with an outside organization like a government agency, licensing authority, nonprofit organization, etc.? If so, please explain.
5. AUDIENCE
   1. Demographics**.** Describe the target learner audience demographics   
      (age, gender, income, occupation, physical location, lifestyle, etc.).
   2. Knowledge level. Target-audience knowledge level of topics covered. (Check all that apply.)  
        
       Novice  Intermediate  Advanced  Expert
   3. Previous experience. Explain the applicable previous experiences of the target learner audience.

1. COURSE OUTLINE

Please complete the outline at the end of this document and include it with your proposal.   
Feel free to add or remove modules or lines as needed.

1. LENGTH  
   What is the estimated time commitment required of the learner (hours, sessions/modules, etc.)?
2. COURSE DEVELOPMENT  
   *Please note: You are responsible for providing course content. Our designers can help with the design based on the content you provide if so desired.*
   1. Describe the source and status of the course content (e.g., existing lecture notes, published research articles, established in-person curriculum, content to be created, etc.).
   2. Will access to the course content require permission or royalties? In other words, does someone else control the intellectual property that you want to use?
   3. What part(s) of the course design do you want to prepare yourself? (e.g., PowerPoint design, audio/video recordings, etc.). If desired, you may indicate “none.”
   4. What part(s) of the course design do you want an Extension instructional designer to prepare? (e.g., graphic design, audio/video editing, animation, etc.). If desired, you may indicate “everything.”
   5. What media elements do you anticipate incorporating in the course?

☐ Illustrations ☐ Photos ☐ Videos ☐ Audio ☐ Interactive Modules

☐ Other (please explain)

* 1. Briefly describe these media components (what they are, purpose, etc.).
  2. Will the various media components be created specifically for the project or are they already created? If already created, do you have copyright permission to use them? If not, you will need to secure copyright permission for each element.

1. MARKETING
2. Selling points. List three key selling points for your project. Why will your target audience want to participate?
3. Competition**.** What other resources are available that meet the targeted needs of the learner audience? How do yours differ from and/or improve on those resources?
4. Price**.** How much do you think your target audience will be willing to pay for the course?
5. **Enrollment**. How many enrollments do you estimate per year? How did you arrive at this estimate?
6. FUNDING
   1. Describe your funding plan for this project (e.g., grant funds, UI Extension funds, departmental funds, etc.) if applicable.
   2. Please indicate if you would like to apply for funding through UI Extension Online Course Startup Funds.

☐ Apply for UI Extension Funds ☐ I do not need funding or I have my own funding

1. BUDGET

What are the anticipated funding amounts for the various elements of the project (e.g., illustration creation, videographer, animation creation, professional audio narrator, instructional designer, etc.)?

|  |  |
| --- | --- |
| Item | Budget |
| *Example: Videographer* | *$3,000.00* |
| *Instructional Designer* | *$1,500.00* |
|  |  |
|  |  |
|  |  |

1. DEADLINE

By what date do you need the final product and why? Note: An expedited timeline might require additional funds to cover freelance design costs. Please email inquiries about our freelance process to Erin Doty ([edoty@uidaho.edu](mailto:edoty@uidaho.edu)).

UI Extension   
Online Course Outline

|  |
| --- |
| Course Title: |

MODULE #1

|  |
| --- |
| Module Topic: |

IMPACT

Knowledge gained. What do you want them to learn?

1.

2.

Behavior changed and/or skills acquired. What do you want them to be able to do?

1.

2.

Conditions changed. How will this contribute to the community or society at large?

1.

2.

SUBTOPICS

What subtopics need to be covered to meet your desired module impacts?

* [insert here]
* [insert here]
* [insert here]
* [insert here]

MODULE #2

|  |
| --- |
| Module Topic: |

IMPACT

Knowledge gained. What do you want them to learn?

1.

2.

Behavior changed and/or skills acquired. What do you want them to be able to do?

1.

2.

Conditions changed. How will this contribute to the community or society at large?

1.

2.

SUBTOPICS

What subtopics need to be covered to meet your desired module impacts?

* [insert here]
* [insert here]
* [insert here]
* [insert here]

MODULE #3

|  |
| --- |
| Module Topic: |

IMPACT

Knowledge gained. What do you want them to learn?

1.

2.

Behavior changed and/or skills acquired. What do you want them to be able to do?

1.

2.

Conditions changed. How will this contribute to the community or society at large?

1.

2.

SUBTOPICS

What subtopics need to be covered to meet your desired module impacts?

* [insert here]
* [insert here]
* [insert here]
* [insert here]