**Yale** *Center for Teaching & Learning*

**Thank you for your interest in the Digital Education Open Online Course Proposal Process!**

**Proposal Process:**

1. The Digital Education group invites faculty members to submit proposals by September 30th and February 28th for consideration to begin course production within 6 months of the award date.
2. Submit the below form to [Sara.Epperson@yale.edu](mailto:Sara.Epperson@yale.edu) for consideration. The Digital Education group will follow up with an email within 10 business days.
3. Once the Digital Education group has read your proposal, we will be offering an in-person meeting to discuss follow up questions, and to have a discussion regarding your proposal. We will send the follow up questions in advance of the meeting.
4. After the in-person meeting, the executive team at the CTL will confer to extend awards to proposals chosen.
5. Timeline - Decisions will be made as follows:
   1. For the September Call for Proposals, decisions will be made by October 20th.
   2. For the February Call for Proposals, decisions will be made by March 20th.

Thank you for submitting your idea!

**Name:**

**School:**

**Lead Instructor**:

**Additional Instructor(s) For Course, suggestions for guest speakers:**

**Initial Target Audience:**

**Title Proposed Course:**

**Please give us a general description of your course, including at least 5 topics your course will cover:**

**What will a learner know and be able to do by the end of the course?**

**How might you use your proposed project to enhance residential teaching and learning at Yale? If so, please explain.**

**Have you ever taught on camera before? If you have an example to provide, please feel free to do so.**

**Additional comments regarding you, your proposal, or your motivation in this project:**