

IAH Course Development Funds **Guidelines**

Engaged IAH faculty who would like to work on a web-enhanced, hybrid or fully online course may apply for course development funds. To be eligible, the following conditions must be met:

1. The faculty member is scheduled to teach an IAH in the academic/fiscal year in which the funds are made available.
2. Requests are limited to one course/fiscal year.
3. Requests shall be received by CISAH until June 1 of the previous fiscal year. Funds will be used between July 1 and June 30 of the current fiscal year.
4. CISAH has special interest in promote the design and implementation of web-enhanced, hybrid and online courses. Therefore these funds will be made available only if the faculty has the commitment to provide a web-enhanced IAH course that will become, at least, a hybrid course in the following year.
5. Preference will be given to IAH faculty who contribute to the Center on a regular (almost yearly) basis.
6. Funds may be used in the following ways:
 - Student labor (per hour) to assist the faculty in location of resources, the gathering of data, sources, the design of teaching modules, development of electronic resources for the class.
 - This payment is not a TAsip nor an RAship. It is a payment/hour based on the MSU hourly rate system for Graduate and/or UG students.
 - The student(s) could work with one of our student web designers (also paid per hour by us) if sophisticated Angel tools need to be used. There is a timeline to follow.
 - Supporting the faculty member activities/trips to archives with the goal of collecting (visual and/or audio) data that will be used in the course.
 - These funds cannot be used for duplication of multimedia or any other material (copyright issue).
 - These funds cannot be used to purchase materials.
 - These funds cannot be used as course buyouts.
7. Faculty may choose to apply and use the funds during the academic year. However it is well-known that the best time to work on a course development is the summer.

Interested faculty should submit to the CIS-AH Director a complete proposal including the following:

- Course number, focus and description
- Nature of the project that sustains the necessity of trips to archives and/or student labor, and the number of hours. The faculty should define as much as possible the kinds of materials that are needed; the student hours, the repository/archive in the US where information needs to be gathered (and is not accessible online).
- The faculty, with the approval of his/her chairperson, commits to offer a web-enhanced/hybrid/online IAH course at the end of the academic year, the summer session or the next academic year.
- Once the faculty has presented his/her proposal/request, the Chairperson of his/her department will be contacted CISAH to confirm the unit's commitment to offering such IAH course.

Availability of these funds is limited based upon CISAH budget priorities and funding is not guaranteed

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