**How to Write Your Online Course Statement**

If your course has never been taught online before, you must submit a course statement (indicating how you will adapt this course to the online environment) to your Department, School, Curriculum Committee, and the Dean’s Council (in this order).

Your course statement should be 2-3 pages in addition to the original course of study (please note that this course of study must be current – updated within the last 5 years). Include a heading with the name and number of the course (the number should be followed with OLX to indicate it is an online course), your name and email address, and your department. Following that, please include the following sections:

I. Course Objectives – In this section, please describe the course’s pedagogical orientation and objectives, and if appropriate, how these compare to the classroom version. Also describe learning outcomes, including any additional learning outcomes which are unique to the online environment.

II. Adaptation of the Course to the Digital Environment – In this section, discuss how your class materials, lectures, class discussions, accommodation of different learning styles, and other components will be addressed in the online environment. For example, for the lectures component, describe how you will deliver lectures (Powerpoint presentations? Video? PDFs with images and comments?) and how the student will process these. Also note if there will be enhancements in student competencies resulting from the online environment.

III. Grading – List your categories and how they will weigh in the final grade calculation.

IV. Learning Modules – Describe how many learning modules you intend to have (typically each learning module consists of a two-week block of work). List the topics of these modules.

V. Facilitating Interaction Among Students – Note how student interaction will take place. Will they work collaboratively? Will the discussion forums foster interaction? Will students be asked to bring expertise and research from the outside world and share it with other students?

VI. Outcome Evaluation and Development – Discuss how you will evaluate the effectiveness of the course and content as the semester progresses.

Please meet with Tamara Cupples (tamara_cupples@fitnyc.edu) about planning your course statement as soon as possible.