UMass Boston Professional (CEE) Course Development Request (Non-Credit)

Please complete all sections of this form to begin developing an academic non-credit microcredential and/or certificate course using the *Canvas LMS, Parchment Badges and Canvas Catalog platforms*. Please review the Microcredential/Certificate Course Planning and Development Guides to prepare your content.

Development approval must be obtained in Curriculog to list this program on the Catalog platform.

This form is designed to begin the Canvas training and content development process with Learning Design Services and Community and Executive Education (CEE). ***Please complete well in advance to allow sufficient time for course set up, consults and development.***

For non-academic units (Library, Student Services etc.), please use the UMass Boston Plus platform.

* Indicates required question

1. First and Last Name *

   Person responsible for developing the course

2. UMB Email address *

   Please provide the **UMass Boston** email address of the person responsible for developing the course. Provide an alternate email ONLY if you don't yet have an UMB email.

3. Role *

   Person responsible for developing the learning materials for the course.

   Mark only one oval.

   - Faculty
   - Staff
   - Other:

4. WISER ID *

(Please provide your WISER eight-digit UMS number. If you don't have it yet, please enter N/A.)

5. Additional Instructors? *

Please provide the names, UMB Email addresses and WISER IDs of additional instructors to be enrolled in your course.

6. Curriculog Approval Obtained? *

Development approval must be obtained in Curriculog to list this program on the Catalog platform. Please indicate whether you have submitted proposal in Curriculog and received approval to begin development.

Mark only one oval.

- Yes: Curriculog approval has been granted
- Awaiting approval

Course Title and Request Type

Enter your course title and indicate whether you are requesting a new course, substantial revisions to an existing course, or a repeat offering. your selection will direct you to relevant questions.

7. **What type of course request are you submitting?** * Dropdown

Mark only one oval.

- NEW course through CEE or susbstantial revision to an existing course
- New offering of an EXISTING course: A previously offered CEE course you would like to offer again, with or without updates. *Skip to question 17*

8. Course Title *

For a **new course**, enter the proposed title. The title must be unique and specific to the topic, it should not duplicate an existing program. This title will appear on the badge and/or certificate associated with this program.

For an **existing course**, enter its current title.

Please limit to 52 characters. *Visit the institutional Badging platform for examples.*

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New Course Details

New/substantially revised courses only. The same details will need to be provided for each course if part of a pathway or cluster. Please fill out this form separately for each.
(If you've submitted this info before, review the info on the institutional Badging platform to update information for an existing badge for this program, otherwise state "already on platform").

9. Have you taught with Canvas LMS before? *

Canvas LMS will be used by instructors to build the content and interact with students. Instructors are encouraged to enroll in the Teaching and Learning Online course for guidance.

Mark only one oval.

- ◯ Yes
- ◯ No

10. Do you need any content copied from a Canvas course? *

Please provide here the URL to the Canvas course you need copied.

_____

11. Level of Proficiency *

What is the skill level that the course aims to develop?

Mark only one oval.

- ( ) Foundational
- ( ) Intermediate
- ( ) Advanced
- ( ) Mastery

12. Learner Audience *

Which is the primary targeted audience for the course/training?

Check all that apply.

- [ ] Internal (UMass Boston Students)
- [ ] Internal (UMass Boston Faculty/Staff)
- [ ] External (non-UMB) / Open to the public

13. *

Please select the College or School Sponsoring this Program

This will appear as the "Issuer" account on the Parchment Badges and Catalog platforms. For non-academic units (Library, Student Services etc.), please use the UMass Boston Plus platform.

Dropdown

Mark only one oval.

- ( ) College of Management
- ( ) College of Education & Human Development
- ( ) College of Liberal Arts
- ( ) College of Science & Mathematics
- ( ) Manning College of Nursing & Health Sciences
- ( ) School for the Environment
- ( ) Other

Learning Experience Design & Course Mapping

New/substantially revised courses only. Microcredential/certificate courses of all modalities must have clearly defined learning outcomes for each learning unit and corresponding assessments built into Canvas. Visit the Standards page for resources.

14. Learning Outcomes *

Please list the learning outcomes addressed through this course using measurable action verbs.

15. Primary Instructional Modality *

Canvas LMS will be used by instructors to build the content and interact with students, regardless of primary modality. Instructors are encouraged to enroll in the Teaching and Learning Online course for guidance.

Mark only one oval.

- Online
- In-person
- Hybrid

16. Assessment Plan *

Please describe the course's assessment plan to explain how learners will demonstrate competence (e.g., collaborate on a project, create a presentation, analyze material, gather data, or upload an artifact).

Skip to question 19

Existing Course Details

Ensure this info matches the course that was delivered last time. For significant changes, please submit a new Course Development Request.

17. Previous Canvas Course URL for Content Copying *

Please provide here the URL to the Canvas course with previously designed content to be copied over for the new offering.

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18. What credential support or changes does this offering need? Dropdown

Mark only one oval.

- ◯ No Change. Reuse the existing badge/certificate *Skip to question 27*
- ◯ Update the existing badge/certificate *Skip to question 19*

Credential and Pathway Information

The information listed here will appear on the public-facing badge page associated with your course. It's important that this information is accurate and a comprehensive overview of competencies earned through the microcredential/certificate program. View this example for reference.

19. Credential Description (Microcredential/Certificate) *

Please provide a description of the course. Include a paragraph summary (100 words or less) of what the credential (microcredential and/ or certificate) signifies and the main competencies that it validates.

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20. Credential Type *

Mark only one oval.

- A standalone microcredential (single badge awarded)
- One part of a pathway with multiple microcredentials
- Certificate with a completion badge

21. Pathway Title

If part of a pathway, please provide the title of the pathway (must be unique). *Please limit to 150 characters*.

22. Earning Criteria *

Using action verbs, list the verified actions that learners are expected to successfully perform to earn the microcredential/certificate associated with the course. *(200 words or less)*.

23. Career-Readiness Skills *

What career-readiness skills are learners gaining through your microcredential? For more information about these skills, including definitions and examples of ways they can be demonstrated, see the NACE Career Readiness website.

Check all that apply.

- [ ] Career and Self-Development
- [ ] Communication
- [ ] Critical Thinking
- [ ] Equity and Inclusion
- [ ] Leadership
- [ ] Professionalism
- [ ] Teamwork
- [ ] Technology

24. Demonstrated Skills *

Visit the Lightcast Skills Library to select specific skills that relate to your course to be listed on the badge page. List as many as relevant.

25. Standards Alignments *

List here any published educational standards that this course aligns to. Selected alignments display with the badge page to describe the learning it represents.

26. Credential Expiration *

If the microcredential or certificate verification has a time limit, please indicate the date of expiry.

Example: January 7, 2019

Details for the Upcoming Course Offering

27. Program Launch Term (Semester, Year) *

Please type the term when you expect to launch, for example "SU 2027" if tied to a semester, or "Year 2027" if available all year.

28. When is the expected start date of the program? *

Example: January 7, 2019

29. When is the expected end date of the program? *

Example: January 7, 2019

30. Enrollment Cap? *

Please indicate the limit for student enrollments allowed in this course.

31. Program Fee?

Please provide the cost to students to enroll in this program if you have this information.

Comments

32. Comments

Type here any comments or questions for the Learning Design and CEE teams.