



Collaborative New E-Learning Module Development Intake Form

This form is designed to capture information about the content module that you wish to develop. The information provided allows us to estimate the costs and production parameters involved in developing the proposed content. Collaborative content developers can produce a module independently or in a collaborative process with several other organizations.

Once a module is completed and assigned to the collaborative web site for sharing among members, the development organizations will receive a 50% reduction in user fees in the following calendar year. All modules are produced at cost.

Simply complete the form and submit it to this e-mail address and you will be contacted by our office within 24 hours. sknox@georgianc.on.ca.

1. **Subject Matter:** Briefly describe the subject or topic of the initial E-Learning module. If there are multiple topics please list them.

If there are additional topics please list them in priority sequence.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

2. **Learning Objectives:** Please describe the learning objectives for each module topic.

3. **Audience/Learners:** Briefly describe the demographics of the intended audience.

- a. Age Range: _____
- b. Education Level: _____
- c. Role in the Organization: _____
- d. Geographic Locations: _____
- e. Familiarity with Computers: Fair Good Excellent
- f. Work Environment: % at home _____ % at work _____
- g. Internet Connectivity: % of users on Dial-up _____
- h. Other Details:



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4. **Participation Details:** (i.e., participating numbers and frequency of taking the course)
- | | | | |
|----------------------------------|-------|-----------|-------|
| Number of Initial Participants | _____ | Frequency | _____ |
| Number of Recurring Participants | _____ | Frequency | _____ |
| Number of New Participants | _____ | Frequency | _____ |
5. **Partnerships:** Do you currently have a development partner willing to share costs and expertise or will you consider partnering in the development of this learning content? Please describe below.

6. **Subject Matter Experts (SME's):** Expert to develop the course content/curriculum.
- Do you wish Georgian College to provide the SME? Yes No
- Do you wish Georgian College to partner with your SME? Yes No
- Do you wish to provide an SME? Yes No
7. **Program Content:** E-Learning modules may encompass a variety of multimedia content elements. Please indicate which of the following content assets you have for this project or have internal resources to produce.

Audio Narration: Yes <input type="radio"/> No <input type="radio"/>	Can Produce Internally: Yes <input type="radio"/> No <input type="radio"/>
Flash: Yes <input type="radio"/> No <input type="radio"/>	Can Produce Internally: Yes <input type="radio"/> No <input type="radio"/>
Animations: Yes <input type="radio"/> No <input type="radio"/>	Can Produce Internally: Yes <input type="radio"/> No <input type="radio"/>
Video: Yes <input type="radio"/> No <input type="radio"/>	Can Produce Internally: Yes <input type="radio"/> No <input type="radio"/>

8. **Existing Program:** Does the learning content currently exist in another form?
Yes No

If **yes** please indicate the format:

- Instructor Classroom Presentation
- Web Tutorial
- Self-paced Guide or Workbook
- Video
- CDROM or DVD
- Other:

9. **Measurement:** Indicate your requirements for program measurement.
- Full College Certificate Program
 - Achievement Certificate
 - Non-certified Knowledge Tutorial
 - Presentation Only



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10. **Timeframe:** Outline the projected timeframe for project deployment.

11. **Participant Survey:** It is recommended that an exit survey be completed by all participants at the completion of each course to gather valuable feedback. Please indicate your choice and participation requirement.

- Customized
- Standard
- Voluntary
- Mandatory

12. **Budget:** Please provide any details on the available budget.

Contact Information:

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