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| Expression Of Interest | C:\Users\sliu004\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UOA-HR-RGB.PNGLearning and Teaching UnitFaculty of Medical & Health SciencesThe University of AucklandPrivate Bag 92019Auckland, New Zealand <https://www.auckland.ac.nz/en/fmhs/about-the-faculty/our-faculty/learning-and-teaching-unit.html> Learning and Teaching UnitRoom 327, Building 50585 Park Road, Grafton |
| **Department:** |       |
| **Course title:** |       |
| **Course code:** |        |
| **Contact name:** |        |
| **Contact email:** |       |
| **Contact phone:** |       |
| **Date:** |       |
| **Doc version:** | 3.0 |  |

**Head of Department Approval**

Please note that your expression of interest must be approved by either the Head of School or the appropriate Director before being submitted to the Learning and Teaching Unit (LTU). We would be very happy to discuss your project with you prior to this approval being sought.

**Instructions**

To fill out this form, left click in the grey boxes and type.

**Introduction**

The Learning and Teaching Unit is asking for expressions of interest for educational development projects from the Faculty of Medical and Health Sciences.

**This Document**

The purpose of this document is to inform the Learning and Teaching Unit (LTU) about an educational development learning project you wish to start. The information you provide will allow the LTU to make a judgement about the viability of proceeding with the project, as well as the priority for the project amongst all proposed from across the Faculty.

**Getting Help**

If you require any help filling out this form please contact John Egan in the Learning and Teaching Unit on 021 475 968 or email him at j.egan@auckland.ac.nz .

**When Do I Submit?**

The email asking you for your expression of interest will have specified the closing date for submissions.

**What Happens to My Expression of Interest?**

All expressions of interest are prioritised by the Learning and Teaching Unit (LTU). They are then discussed with the FMHS Associate Dean (Academic). You will be contacted by the LTU once the projects have been prioritised. This will happen within one month of the closing date for submission of expressions of interest.

**What Happens if My Submission is Successful?**

If your submission is successful, the Learning and Teaching Unit will contact you to arrange an initial project meeting. The details of your project will be worked out at this meeting.

**The Learning and Teaching Unit Commitment**

The Learning and Teaching Unit seeks to achieve the highest standards in supporting The Faculty of Medical and Health Sciences in their expressed flexible learning requirements and to be proactive in developing flexible learning best practice.

**Evaluation**

At the completion of your project you will be asked to fill in a questionnaire to provide feedback to the Learning and Teaching Unit concerning the service that was provided. If applicable, you will also be asked to include questions concerning the use of information and communication technology in the student evaluation of your course.

**Course Name:**

**Course Code:**

**This Course is:**

Undergraduate [ ]

Postgraduate [ ]

**Number of Students enrolled (anticipated):**

**The Project Goal:**

[The project goal is what you hope to achieve at the end of the project. Stating the project goal gives the LTU an overview of what you wish us to do for you. For example, your project goal might be to convert an entire course for distance delivery. Alternatively your project goal might be to include a variety of media in your course in order to enhance student learning and/or provide them with more flexibility concerning where and when they study.]

**Project Rationale:**

[The project rationale answers the question, ‘why are we doing this?’ With reference to teaching and learning objectives please state why you are submitting an expression of interest for flexible/distance learning.]

**Is this a University Approved Course?**

[Your course may be awaiting approval or you may be designing a course for future use]

Yes [ ]

No [ ]

**If your answer was ‘no’; when do you expect the course to be approved?**

**Course Staff Who Will Contribute to This Project:**

[Please list the members of staff who will be involved in this project. Make particular reference to staff that will be providing the teaching material.]

Teaching Staff

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Surname | Email | Providing Material |
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**Commencement Date for Delivering the Course:**

**Number of Teaching Weeks:**

**Project Completion Date:**

[The date for project completion cannot be identical with the date for the commencement of the course. This is because you may need time to post material to students or to familiarise yourself with the finished flexible/distance learning product.]

**Have You Submitted a Previous Expression of Interest Related to This Request?**

Yes [ ]

No [ ]

**If Yes, Please Give Details:**

**Current Format of Course Content:**

[For example, lecture notes, tutorial or seminar notes, PowerPoint, video. At this point in time we are only looking for a ‘rough’ overview of your current content. We will discuss the content in more detail when we scope the project with you.]

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**New Provisions Required:**

[For example, course website developed, Blogs or Wikis incorporated into the course, animated case studies, discussion boards created, filming carried out etc. Do not worry if you cannot fill in this section in its entirety. Again, we are only looking for a ‘rough’ overview of the provisions that you require. We will discuss the required provisions in more detail when we scope the project with you.]

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**Do You Have Any Budget Available for This Project?**

[It is not necessary to have an exact budget figure but applicants should be aware that their project may involve some costs. For example, filming may require funding. However, there is no cost for the services provided by the Learning and Teaching Unit.]

**Do You Know of Any Instances of the Successful Implementation of a Request Similar to your own? If So, Please Provide Us With the Relevant Information.**

[For example, you may be aware of another university that provides your course in a flexible format or you may know of another online course that works well.]

**Frequency of Updates Required:**

[How often will your flexible learning material need to be updated?]

**Staff Available for Updating:**

[Do you have staff available to update your flexible learning material? This is a pre-requisite for the Learning and Teaching Unit taking in your project; if staff are not available then the project will not be taken on.]

**Project evaluation and service enhancement**

In order to assist with evaluation of the project and ongoing enhancement of LTU services, the LTU requests (without obligation) that the project owner shares with the LTU anonymised data regarding the impact of the project on teaching, student performance and learning outcomes. This includes any staff feedback, evidence of impact on student behaviour and learning outcomes, and student feedback data and comments from UoA course evaluation questionnaires.

**Approved by Head of School/Director**

[A signature is not required but we do require the name of the Head of School or Director.]

Thank you for your submission of interest. Please email the completed form to j.egan@auckland.ac.nz

You will be contacted within one month of the closing date for the submissions of interest.