**Course Design Institute 2025 - Application Form**

**How to use this document before submitting your application**

The following outlines the information that you are required to enter when you complete the Application Form in Qualtrics. If you would like to work on your application first before submitting it in the Qualtrics form, **you can use this document to create your draft**.

Please copy the content from the Word document and paste into the Qualtrics form when you are ready to submit. **Please do not email this MS Word document to us** as it will not be accepted as an application in this format.

Thank you for your interest in the **Course Design Institute, Monday - Thursday, May 26 - 29, 2025**! We invite all University of Guelph, University of Guelph-Humber, and Ridgetown instructors who are planning to design a new course or revise an existing course to apply. The CDI is limited to approximately 25 participants and will be held in-person on the University of Guelph main campus. Up to 4 graduate students may be accepted into the program, contingent upon space availability.

Note: This CDI focuses on in-person, blended, hybrid, and hyflex courses. If you are designing or redesigning a fully online asynchronous course, please consult with the Distance Education team by reaching out to Megan Pickard, [meganp@uoguelph.ca](mailto:meganp@uoguelph.ca).

**Applications are due on Friday, March 21, 2025 by the end of the day, 5:00 pm.** Applications will be reviewed in late March and early April, with notifications of acceptance or waitlist status sent by **Friday, April 11, 2025.**

*Notes: If you have any questions or concerns about the application form or have questions about the CDI, please contact the Office of Teaching and Learning at* [*otl@uoguelph.ca*](mailto:otl@uoguelph.ca)*.*

**Personal Information**

First Name:

Last Name:

Email Address:

Affiliation

* College of Arts (CoA)
* College of Biological Science (CBS)
* College of Engineering and Physical Sciences (CEPS)
* College of Social and Applied Human Sciences (CSAHS)
* Gordon S. Lang School of Business and Economics (LANG)
* McLaughlin Library
* Ontario Agricultural College (OAC)
* Ontario Veterinary College (OVC)
* University of Guelph-Humber
* Ridgetown Campus
* Other affiliation (please specify)

What is your department or unit? (Please write the full name)

What is your primary role?

* Faculty
* Sessional Instructor
* Staff
* Master's Student
* Doctoral Student
* Other (please specify):

How did you hear about the Course Design Institute?

* OTL website
* OTL Newsletter
* Colleague
* OTL team member
* OTL LinkedIn page
* Other (please specify)

**Course Information**

During the CDI, are you planning to design a new course or redesign an existing one?

* New course
* Redesign an existing course

What is the name of the course you plan to work on during the CDI?

What is the course code of the course?

When do you anticipate teaching the course? (semester, year; e.g. Winter 2026)

Approximately how many students will enroll in the course?

Who is the target student population for the course? (e.g., undergraduate, graduate, majors, non-majors, etc.)

 Please select any of the following that describe the course:

* Work-integrated learning
* Large enrollment or significant increase in enrollment compared to prior offerings
* Hybrid/blended/hyflex
* Community engaged learning
* Study abroad
* Team-taught

What are your goals for student learning in the course?

How will your course help students achieve those goals?

**Course Design Information and Goals**

Approximately what percentage of the course are you planning to change or develop? Consider the course content and readings, assessments, and teaching and learning activities. (e.g., “40”)

What goals do you have for your course design? What specific areas or elements of your course would you like to focus on during CDI?

What is the biggest challenge you anticipate in your course design?

**Integration of Educational Technology**

What technologies or tools do you currently use (or plan to use) in your course design?

Are there any additional technologies or tools that you might want to explore during the CDI?

**Commitment to Participation**

Attending all four days of the CDI is essential to fully engage with the structured progression of the program, as the course design process is cumulative and iterative. This learning community will provide participants with thoughtful, constructive feedback, alternative perspectives, and general support and encouragement. We ask that you plan to attend all days of the CDI.

I can commit to attending all four days of the CDI (Monday – Thursday, May 26 - 29, 2025) from 9:00am - 4:00pm, in-person on the University of Guelph main campus.

* Yes
* No (Note: If you answer "no", an open-ended comment box will appear on the next screen to explain any challenges you anticipate in attending all four days)

If “No,” please identify any challenges you anticipate in your commitment to attending all four days of CDI.