



جامعة الملك فهد للبترول والمعادن
King Fahd University of Petroleum & Minerals
DEANSHIP OF ACADEMIC DEVELOPMENT
e-Learning Center

DAD
Authoring Online Course
Proposal Review Form





DAD Authoring Online Course Proposal Review Form

Acceptance Letter

To ensure high quality in the development of online courses under DAD online course grants, we select distinguished reviewers to review the quality of the online courses at different stages in the development process. These stages are as follows; online course proposal review, one progress report review and a final review at the end of the grant period. The University will pay an honorarium of a total of SR 750 for reviewing the online course through all these stages as follows; SR 375 will be paid after reviewing the proposal and SR 375 will be paid after receiving the final report review.

We are seeking your help in evaluating the attached online course proposal in light of the Authoring Online Course Grants guidelines (a copy is attached). If you accept to be a reviewer for this online course, kindly sign this letter and send it back to the e-Learning Center, DAD. Kindly send your evaluation along with your comments no later than the date specified in the cover letter. If you are unable to review this proposal, kindly suggest a reviewer to us and return the proposal along with all the documents back to the e-Learning Center.

PROPOSAL INFORMATION	
Online Course Title:	_____
Principal Investigator:	_____
Department:	_____
Name of Reviewer:	_____
Department:	_____
<input type="checkbox"/> I accept to review this online course	
<input type="checkbox"/> Sorry, I do not accept to review this online course	
Reviewer's Signature: _____ , Date: _____	



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PROPOSAL INFORMATION
Online Course Title: _____
Principal Investigator: _____
Department: _____, Date of Review : _____
Total Proposed Budget: _____ SR , Duration: _____
Frequency of Course Offering: _____, No. of Students per year : _____

PROPOSAL ASSESSMENT
1. The proposal follows the <i>format</i> required / described in the guidelines (Section 8):
<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
Justify: _____ _____ _____
2. The <i>benefits</i> from putting this course Online are: (based on the <i>Rationale</i> + <i>Justifications</i>)
<input type="checkbox"/> Very High <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Very Low
Justify: _____ _____ _____
3. The <i>description</i> of all major tasks to be carried out by the team is:
<input type="checkbox"/> Very clear <input type="checkbox"/> Clear <input type="checkbox"/> Vague <input type="checkbox"/> Not mentioned
Justify: _____ _____ _____
4. The <i>approach</i> to develop the online course in general is:
<input type="checkbox"/> Very clear <input type="checkbox"/> Clear <input type="checkbox"/> Vague
Justify: _____ _____ _____



5. The implementation and maintenance plan follows the **framework** described in the guidelines (Sections 7):

☐ Yes

☐ Partially

☐ No

Justify: _____

6. The **probability** of achieving the online course objective(s) is:

☐ Very High

☐ High

☐ Low

☐ Very Low

Justify: _____

7. The project team **competence**:

A) The **composition** of the project team, considering their **expertise** and **number** is:

☐ More than adequate

☐ Adequate

☐ Inadequate

B) The **contribution** of each team member to the tasks for the online course development is:

☐ Very clear

☐ Clear

☐ Vague

☐ Not mentioned

Justify: _____

8. In summary, the **overall rating** of the proposal is:

☐ Excellent

☐ Very Good

☐ Good

☐ Fair

☐ Poor

Justify: _____



9. Additional comments (if any):

Comments: _____

Reviewer's Name: _____, **Signature:** _____