



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

DAD Online Course Proposal Review Form





DAD Online Course Proposal Review

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, two progress report reviews 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 DAD 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 within two weeks time from receiving this letter. If you are unable to review this proposal, kindly 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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Reviewer # _____

PROPOSAL INFORMATION	
Online Course Title:	_____
Principal Investigator:	_____
Department:	_____ Date of Submission : _____
Duration:	_____ , Total Proposed Budget: _____
SR	
Frequency of Course Offering:	_____ No. of Students per year : _____
PROPOSAL ASSESSMENT	
1. The proposal follows the format required / described in the guidelines (Section 8):	
<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Justify:	_____ _____ _____
2. The benefits from putting this course Online are: (based on the <i>Rationale + Justifications</i>)	
<input type="checkbox"/> Very High <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Very Low	
Justify:	_____ _____ _____
3. The description 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 described approach can be assessed considering the following key issues:	
A) The online course material design to make the online course a comprehensive self-paced learning experience is:	
<input type="checkbox"/> Very clear <input type="checkbox"/> Clear <input type="checkbox"/> Vague <input type="checkbox"/> Not mentioned	
B) The description of the authoring tools to be used in the development of the online course is:	
<input type="checkbox"/> Very clear <input type="checkbox"/> Clear <input type="checkbox"/> Vague <input type="checkbox"/> Not mentioned	



C) The *description* of the assessment and feedback methods in the online course is:

☐ Very clear ☐ Clear ☐ Vague ☐ Not mentioned

D) The *communication means* and opportunities for interactive interaction and learning are:

☐ Very clear ☐ Clear ☐ Vague ☐ Not mentioned

E) The *description* of how interactivity will be incorporated in the online course is:

☐ Very clear ☐ Clear ☐ Vague ☐ Not mentioned

F) In general, the *approach* is: ☐ Very clear ☐ Clear ☐ 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) using the stated approach 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: _____