Helix Micro Course Build Request Form

Micro Course Design & Build Information

Provide details about the Micro Course design and build project you are requesting.

**Micro Course Title** \* Your answer (can be tentative title with initial request)

Click or tap here to enter text.

**Course Build Start Date** (approximately)

Click or tap to enter a date.

**Micro Course Pathway(s) for Specific For-Credit Courses**

If this Micro Course aligns to an existing Clarke University course, please include course information.

Click or tap here to enter text.

**Micro Course Description \***

Please give a general description of the content you envision including in the micro course. (This can be in outline form if you’d like). Please include 3-4 topics that you envision to make up the main content/learning units of the course. What skills do you want learners to come away with? Please also include a brief 2-4 sentence overview of the course.

Click or tap here to enter text.

**Micro Course Audience & Relevance to Workplace\***

Please describe who you envision the Micro Course's primary audience to be*.* For example, which industry sectors or position types might be interested in this micro course? Are there any special experiences or skills the learner would need to have to participate in this micro course? How will you ensure that this micro course is relevant to the needs of working professionals?

*Note: The audience for CareerPLUS micro courses will likely be working professionals (including but not limited to managers/supervisors) who have a basic understanding of the micro course topic but who want to engage more deeply with the micro course content in a way that is relevant to their career and/or workplace. The micro course audience will likely be composed of professionals who come from a wide variety of educational backgrounds; some may have no education beyond high school while some may have a post-secondary degree(s). While the audience of some micro courses may need to be very specific, it is important for most micro courses to be appealing to a wide variety of professionals across various sectors, if possible. In some cases, it may be helpful if SMEs can identify one or more industry sectors (i.e. retail, criminal justice, banking, social services) or position types (i.e. data analysts, non-profit employees, managers) that would be interested in the type of micro course being developed. In other cases, a micro course may not be limited to any particular set of industry sectors or position types but rather applicable to any working professional.*

*SMEs are welcome to develop their own additional parameters for the audience of their micro course(s) as needed. For example, SMEs may wish to specify in their micro course description that the micro course is best suited for professionals who bring x, y, and z experience and want to gain skills in a, b, and c.*

Click or tap here to enter text.

**Alignment to Employer Recommendations \***

Which recommended professional development area(s) does this Micro Course satisfy? Check all that apply.

[ ] Critical Thinking

[ ] Communication

[ ] Leadership

[ ] Navigating Change

[ ] Diversity & Inclusion

[ ] Data Analysis & Interpretation

[ ] Innovation

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How does this Micro Course align the Clarke University curriculum?**

Check all that apply.

[ ] Compass Outcomes

[ ] Specific Course Outcomes

**Clarke University Compass Outcome Alignment**

[ ] **Spirituality**: Students will demonstrate an ability to engage in a process of spiritual growth in a dialogue which includes the Catholic tradition.

[ ] **Communication**: Students will demonstrate and articulate appropriate communication of thoughts and ideas in a variety of contexts.

[ ] **Thinking:** Demonstrate thinking skills informed by experience, knowledge, insight, and reflection.

[ ] **Knowledge:** Students will develop a depth and breadth of knowledge integrated across the curriculum and experiences.

[ ] **Global Awareness and Social Responsibility**: Students will develop awareness of others’ lived experiences and diverse perspectives in order to take an active role in local, national, and global concerns and issues.

**Clarke University Course Outcome Alignment**

Indicate which course at Clarke University this Micro Course aligns to (course prefix, number, and title). List the relevant course outcomes, if known. (Please only list the course outcomes that will align to the micro course.)

Click or tap here to enter text.

Academic Stakeholder Information

Provide details about the subject matter expert who will be involved in the project and about the academic program chair/director who will participate in the review and approval of the Micro Course.

**Subject Matter Expert Name** \* Click or tap here to enter text.

**Subject Matter Expert Email** \* Click or tap here to enter text.

**About the Subject Matter Expert** \*

Include information about your experience teaching online, your experience with instructional design, your status (full-time or adjunct), and any other useful details. If you know of any upcoming scheduling concerns that we should be aware of, please let us know.

Click or tap here to enter text.

**Program Chair/Director Name** Click or tap here to enter text.

**Program Chair/Director Email** Click or tap here to enter text.