

## Steps for a Successful CourseShare Partnership

**Note: Faculty/departments make CourseShare agreements. Students do not initiate or establish agreements for a CourseShare course. If a student contacts a faculty member from another Big Ten Academic Alliance campus about interest in a LCTL course at another university, they should contact Jamie McGowan ([jamie.mcgowan@btaa.org](mailto:jamie.mcgowan@btaa.org)) at the Big Ten Academic Alliance office.**

1. Faculty/departments from two or more participating universities agree they would like to share one or more courses with each other's students. They agree on:
  - a. Which university will host/teach and which university(s) will be the home/receive;
  - b. Start and end dates for the course; course meeting times if known/applicable;
  - c. Any pre-requisites for the course;
  - d. How many credits will be awarded to students;
  - e. Whether the course will be open to undergraduate and/or graduate students;
  - f. How many seats are available to students from home/receiving university(s);
  - g. What technology will be used to deliver and receive the course;
  - h. Whether any instructional support (teaching assistant, technology aid, language practice; partner, etc.) will be required at the home/receiving university(s); and
  - i. How assignments and exams will be administered (ideally via course management systems)
2. Each participating department identifies a department contact that will be responsible for the course's campus logistics.
3. The host/teaching department contacts the Big Ten Academic Alliance office to initiate course-sharing process and provides details (1.a-i.) about the course and the home/receiving department contact information.
4. Big Ten Academic Alliance staff confirms interest with home/receiving department and creates entry in CourseShare web tool (i.e. CiCme) with details about course requirements.\*
5. The host/teaching and home/receiving departments reserve classrooms, videoconferencing equipment, or other necessary technology resources and provide these details to the Big Ten Academic Alliance staff contact.
6. The home/receiving department establishes a course number, lists the course in the timetable for eligible students, and invites students to enroll.
7. The CourseShare Coordinator at each campus engages the Registrar Contacts on their campus. The Registrar Contacts on each campus send the respective course numbers to the Big Ten Academic Alliance staff, who creates an enrollment spreadsheet on CiCme.

## CourseShare: Steps for Sharing a Course

8. The home/receiving Registrar enters their students' information on the appropriate enrollment form on CICme. This information is read by the host/teaching Registrar Contact, who registers the home/receiving students into the local university system.
  9. The host/teaching department works with the host/teaching institution Registrar Contact to ensure home/receiving students have access to the course management system, e-reserves, the library, and other appropriate resources.
  10. The host/teaching department initiates a technology test with the home/receiving department at least one week before the first class session (if appropriate).
  11. The home/receiving department reports any adds, drops, or other changes on the CICme enrollment sheet for that course and communicates these changes to the host/teaching institution Registrar Contact.
  12. At the end of the course, the host/teaching institution Registrar Contact reports the home/receiving students' grades on CICme and notifies the home/receiving institution Registrar Contact that they are available. The home/receiving Registrar Contact translates them and enters them into the home/receiving institution information system.
- \* *The Big Ten Academic Alliance staff contact guides host/teaching and home/receiving Institutions through the course sharing process. Staff provides next steps, encourages communication, offers information resources and best practices, and responds to questions or concerns from the time the CourseShare partner institutions contact the Big Ten Academic Alliance office through the end of the term of instruction.*