

Form T: Permission to Translate an English Online Course

Date _____ Anticipated Completion by _____

Course Number and Name _____

Course Translator(s) _____

Email Address _____

Blackboard User Name _____

Anticipated Frequency of Class Offering (at least twice per year) _____

Anticipated Teachers (at least two potential teachers)

Is this online course a faculty-approved English course and is it currently in use?

Y____ N____

Into which language is this course being translated? Korean ____ Spanish ____

Which Division and Dean will be responsible for the oversight of this course?

Please read carefully:

1. Translated courses (and course shells) must have the same course number and name, course description, learning objectives, embedded assignment, and other helpful information as do the corresponding English graduate courses.
2. Translated courses (and course shells) must have the same required textbooks as do the corresponding English graduate courses, whenever such textbooks exist in the non-English language—or may have substitute textbooks in the non-English language as approved by the appropriate graduate division.
3. When substitute textbooks in the non-English language course are approved to be used, the translated courses (and course shells) must also have the embedded assignment and the same type of assignments as do the corresponding English graduate courses (note: due to the use of substitute textbooks and to the linguistic aspects of various non-English languages, specifications and other aspects may need to be altered for some assignments). However, the careful following of the assignment types will help us do assessments of students and courses on a compatible basis in our graduate program, no matter the language variations.

4. Each translated course will be reviewed by a selected educator who is proficient in the non-English language. The reviewer will certify the acceptable correspondence of the non-English course with the corresponding English graduate course (and will also be available to work with the authorized translator to improve or revise the non-English course, as may be needed and helpful).

5. The translated course will be reviewed by the Internet Review Committee before the translation stipend will be paid. Please use Form D, located under Resources at <http://www.nobts.edu/OnlineSeminary/default.html>. Form D will be employed by the Review Committee to judge the quality of the course. The Translator is advised to consult this form to insure that all parts of the course are intact.

I have read the 5 stipulations above and agree to these conditions:

Translator's Signature: _____

Authorization: Please initial, date, and send to next Committee member on the list below. The course must be approved before translation may begin.

Graduate Division Chair _____	Date _____
Assoc. Dean Online Learning _____	Date _____
Provost _____	Date _____
Assoc. VP of Technology _____	Date _____
Translation Expert _____	Date _____
Dean _____ *	Date _____ *

*Please complete the communication loop and return a photocopy of the final signed form to:

- 1) the Online Learning Office *and*
- 2) the Office of the Associate Vice President of Technology in ITC.

Courses to be translated will be located at: NOBTSDEV.blackboard.com

The course translator will please contact blackboardhelpdesk@nobts.edu for assistance in establishing, locating, and accessing this course. Upon approval, the Vice President of Technology will instruct ITC to copy the English course, rename the course using the course ID and indicate whether this course is [Korean] or [Spanish] and place it into the Development site. Blackboardhelpdesk@nobts.edu will notify the translator when the course has been established.