

Online Course Development Application

Course Number and Name: _____

Applicant Information

Name: _____

Status: ___ Full-time ___ Adjunct*

College Address: _____

College Phone Number: _____

College Username: _____

* *Adjunct instructors must fill out the Adjunct Time Tracking Sheet and submit it to HR.*

 Applicant Signature Date

Course Information

Year First Offered: _____

Term Offered: ___ Fall ___ Spring ___ Summer

Course Type: (choose one)
 ___ Web-Blended** (part online, part face-to-face)
 ___ Fully Online (no face-to-face)

Payment Information

Credits Online: _____
 Credits Face-to-Face**: _____
 @ \$500 per online credit =
 Total: \$ _____

**** Instructors will only be paid for the online credit hour(s) of the course.**

Administrative Action	Distance Learning Office Use Only
<p>_____ Program Chairperson Date</p> <p>_____ District Chair (if applicable) Date</p> <p>_____ Dean/Provost Date</p> <p>_____ Distance Learning Date</p>	<p>Date Received: _____</p> <p style="text-align: center;">Checklist Approval</p> <p>_____ Instructional Designer Date</p> <p style="text-align: center;">Approval for Payment</p> <p>_____ Distance Learning Date</p> <p>Amount: \$ _____</p>

Please obtain all required Administrative signatures for approval and then submit this form to Distance Learning.

Be sure to complete and attach the *Online Course Plan* (pages 2 and 3) that follows.

Online Course Plan

(Attach this to the *Online Course Development Application*.)

Course Name, Number and Description: *(Provide a short overview of topics to be covered.)*

Evidence of Need: *(Explain why this course should be taught online. Is it part of a program, needed for businesses, needed for other campuses, etc.?)*

Number of Students to Be Served Annually: _____

Course Plan Summary:

Content:

How will your content be disseminated to students? How will you share your expertise?

Component	Yes	No	Describe:
Written lectures			
Recorded lectures (audio/video?)			
Assignment guidelines			
Guided online discussions			
Readings			
Case studies			
Other:			

Tools:

What tools will you utilize in your course to help the students throughout the course?

Component	Yes	No	Describe:
Discussion/chat			List any 3rd party online sites you will be using (such as CourseCompass, ExamView, etc.).
Links to other online resources			
Videos			
Self-tests			
Glossary of terms			
Quizzes/tests			
Assignments			
Readings			
Other:			

Interaction and Collaboration:*How will students interact with each other and the instructor?*

Component	Yes	No	Describe:
Email			
Chat rooms			
Learning communities			
Group projects			
Student presentations			
Other:			

Assessment:*What type of assessment activities will be included in the course?*

Component	Yes	No	Describe:
Essays			
Peer review			
Online research			
Group projects			
Interviews			
Worksheets			
Learning objects			
Presentations			
Student webpages			
Other:			

Evaluation Plan:*(Describe a plan for evaluating the success of the course, the effects of the materials on student learning, and the feasibility of the instructional approach.)*