

Online Course Request Form

If more than 50 percent of any section of a course is taught using online learning methods, this form must be completed by the instructor and approved by the Department Chair, Dean, and Online Learning Committee. The course syllabus must be attached to the form.

Department/	
Instructor	
Program/ Course Number	
Course Title	
Instructor/Course Developer	
Date Approved by Department/Program	
Effective Date for Course to be Online:	

A. Need/Justification

(Please check all that apply to your course and add other appropriate justifications in the section entitled "Other") Reasons for offering this online learning course may include:

_____ **Increase Access:** Online learning courses are very appealing to students who have work, parenting, or other scheduling conflicts that make attending traditionally taught, campus-based classes difficult or impossible. Students who regularly take campus-based classes may also appreciate the convenience offered by online learning.

_____ **Serve New Students:** In addition to increasing access, online learning classes may attract students who otherwise might not participate in higher education at all.

_____ **Other** (please specify): _____

B. Who is your target population? Include the characteristics of the population you are planning to reach and what knowledge and technical skills you expect them to have in order to successfully complete this course. Also include any prerequisites students should possess prior to enrolling in the course.

C. How will the instructor and students maintain contact? (Instructor-student contact is mandatory.)

1. Orientation(s): How many times will you meet to orient students? _____

What type of meetings will be used?

_____ In person

_____ Online E-mail

_____ Other (please specify): _____

2. Regular weekly office hours (when instructor is directly accessible):

_____ In person (regular office hours)

_____ By phone (regular office hours) _____ (outside of regular hours)

_____ By E-mail (regular office hours) _____ (outside of regular hours)

_____ In a chat room(regular office hours) _____ (outside of regular hours)

_____ Instant messaging(regular office hours) _____ (outside of regular hours)

3. Form of communication between instructor and students. (Please check all that apply):

_____ Web site (class information and online activities)

_____ Participation in an asynchronous threaded discussion board

_____ Opportunities for communication in a synchronous chat room

_____ E-mail contact (student-instructor, student-student) on a regular basis

_____ Online group collaboration projects e.g. virtual classroom, lightweight chat

_____ Face-to-face meetings (e.g., review sessions)

_____ Teacher response to student work in progress (e.g., online gradebook/progress report; collaboration through discussion boards or E-mail)

_____ Number of hours/semester in face-to-face meetings (please indicate approximate amount of time—it is possible for face-to-face time to be 0):

_____ Traditional face-to-face classroom instruction

_____ Orientation

_____ Review sessions

_____ Other _____

D. What types of assignments will be used? (please check all that apply):

- Readings
 - Use of audio-visual materials
 - Writing assignments/projects
 - Research paper
 - Exercises, tutorials, case problems
 - Online discussions
 - Individual Projects
 - Team Projects
 - Other: _____
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E. Evaluation

1. How will you evaluate students?

Evaluation must be consistent with the grading policy and standards identified in the course syllabus you have attached to this form. Please check all that apply:

- Online quizzes
 - In person examinations in a secure testing environment
 - Examinations online (time or untimed) with adequate test security.
- How will you ensure test security? (e.g.) use of password, limited time to complete examination, required to take test at testing site) _____
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- Writing assignments
- A research paper
- Journal
- Performance (demonstration of skills)
- Portfolio
- Projects
- Web assignments
- Participation as defined under Instructor-Student Contact
- Other _____

2. How will materials be disseminated to students and returned to students upon completion of grading?

- Online (e.g., digital drop box, virtual classroom, assignments area)
- Courier to nearest campus/ITV site
- U.S. Postal Service
- Other _____

F. Student Access to Resources

Please indicate how you will provide students with access to instructional materials and resources. Check all that apply to your online course:

- Materials on CD Rom
- Open computer labs
- Blackboard and other web sites
- Textbook
- The instructor (via phone, email, chat, discussion, or in person)
- Digital media
- Audio-Video libraries
- Electronic Help Desk (as this becomes available)
- Other: _____

G. Student Services

1. How will your online students with disabilities be accommodated?

- Web materials will follow as much as possible ADA guidelines for the visually impaired (a handout is available from the Coordinator of Distance Learning)
- Web access to course materials available through web readers
- Referrals will be made to Disabled Student Programs and Services office when appropriate
- Interpreters may be available
- Other: _____

2. How will your online students receive technical support during the online course?

- Instructor
- Teaching Assistant
- On-campus technical support (Information Technology, Coordinator of Distance Learning)

H. Enrollment/Class Size

Class size will be determined by the instructor, department chair, and school dean. (Current research indicates that classes of 15-20 are common with 25 considered the maximum that can readily be managed in an online class.)

Expected class size _____ Minimum class size _____ Maximum class size _____

Signatures:

Person completing this form _____ Date _____

Department Chair _____ Date _____

School Dean _____ Date _____

Coordinator of Distance Learning _____ Date _____