

# 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.***

<b>Administrative Action</b>	
_____ Program Chairperson	_____ Date
_____ District Chair (if applicable)	_____ Date
_____ Dean/Provost	_____ Date
_____ Distance Learning	_____ Date

<b>Distance Learning Office Use Only</b>	
Date Received: _____	
Checklist Approval	
_____ Instructional Designer	_____ Date
Approval for Payment	
_____ Distance Learning	_____ Date
Amount: \$ _____	

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:** *(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?*

	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?*

	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?*

	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?*

	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.)*