Online Course Development Application

Course Number and Name:				
Applicant Inform	ation	Course Information		
Name:		Year First Offered:		
Status: Full-time Adj	unct*	Term Offered: Fall Spring Summer		
College Address:		Course Type: (choose one)		
College Phone Number:		Web-Blended** (part online, part face-to-face)Fully Online (no face-to-face)		
College Username:				
* Adjunct instructors must fill of Time Tracking Sheet and sub-		Payment Information		
		Credits Online: Credits Face-to-Face**: @ \$500 per online credit =		
Applicant Signature	Date	Total: \$		
		** Instructors will only be paid for the online credit hour(s) of the course.		
Administrative Action		Distance Learning Office Use Only		
		Date Received:		
Program Chairperson	Date	Checklist Approval		
District Chair (if applicable)	Date	Instructional Designer Date		
Dean/Provost	Date	Approval for Payment		
		Distance Learning Date		
Distance Learning	Date	Amount: \$		

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

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Un	iine	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:	
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Course Plan Summary:

	Yes	No	to students? How will you share your expertise? Describe:
Written lectures			
Recorded lectures audio/video?)			
Assignment guidelines			
Guided online			
liscussions			
Readings			
Case studies			
Other:			

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

interaction and Conas	ration	:	
How will students interac	ct with e	each o	ther and the instructor?
	Yes	No	Describe:
Email			
Chat rooms			
Learning communities			
Group projects			
Student presentations			
Other:			
Assessment:			
What type of assessment	<u>activitie</u>	es will	be included in the course?
	Yes	No	Describe:
Essays			
Peer review			
Peer review			
Peer review Online research			
Peer review Online research Group projects			
Peer review Online research Group projects Interviews			
Peer review Online research Group projects Interviews Worksheets			
Peer review Online research Group projects Interviews Worksheets Learning objects			
Peer review Online research Group projects Interviews Worksheets Learning objects Presentations			
Peer review Online research Group projects Interviews Worksheets Learning objects Presentations Student webpages			

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.)



Please Print

Distance Learning Online Course Development Adjunct Time Tracking Sheet

Name:	ID#
Department:	Location/Campus:
Semester: (plea received)	ase complete a new sheet for each semester a stipend is
Please list each date of course developm	nent and amount of work time for that date.
Date Working on Course Development (month/day/year)	Related Time Worked This Date in Hours and Minutes (round to the nearest ¼ hour)
(manusary) can	
(attach additional sheets as needed)	
I certify the information here to be correct.	
Employee Signature	Date
Supervisor Signature	

Please send completed form to Carrie Haefner, Compliance Coordinator Human Resources at cahaefner@dmacc.edu