**Insert Project Title Here**

**Name:**

**Teaching Department**:

**Course Prefix and Number:**

**Course Title:**

**Credit Hours (lecture-lab-credit):**

If this course includes a lab component, will the lab be offered online? \_\_\_\_\_

**Check all that apply:**

This course has been taught previously (in the last 2 years) as a fully on-campus course.

This course has been taught previously as a hybrid course.

This course has not previously been offered; it is a new course in the curriculum.

In what degree or certificate program is this course a component?

Required or elective?

How many of the courses in the program are already offered online?

**Enrollment:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall 2019 | Summer 2019 | Spring 2019 |
| Number of Students |  |  |  |

**Faculty Member Statement (300 words max):***Describe your experience with the course and with online teaching that shows you can develop this course as an online course.*

**Institutional Impact Statement (300 words max):** *Describe the student need for the online course and benefit to the institution related to this online course development.*

**Signatures/Approvals**

**1. Course Developer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date Signed

*Please read and initial:*

\_\_\_\_\_ I understand that the course I develop must include an instructor manual and be made available to other faculty. The course is to be developed using D2L Brightspace and should be designed to be offered fully online. Compensation will not be paid to the developer if the course is based on a publisher’s e-pack. The course must be planned to be offered online in summer or fall 2020. The course will be reviewed before compensation is paid.

**2. Requesting Department Chair**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Printed Name Date Signed