

Online Course Development Request Form

Please submit **one copy** of this Request Form to your **Department Head** and one copy to the **Associate Dean (100 Foust)**. Include a syllabus with this Form.

Faculty Information:

Name: _____

Contact information: _____

Department: _____

Course Information:

Course number: _____ Credit hours: _____ GEC/CAR/Markers: _____

Course title: _____

Course description in *Undergraduate / Graduate Bulletin*:

Anticipated date of offering: _____

NOTE: Courses *must* be in the bulletin, or have been submitted for review and approval by the curriculum committee before they can be considered for online development.

I have reviewed my plan to develop this course in an online format with the Department Chair. (You may also want to meet with the chair of the Copyright and Patents Committee to discuss the fair use of instructional material.)

Course Syllabus:

I have attached a syllabus of the course.

Requested Course Development Support:

- Full Support** – ITC will help you design and develop your course
- Moderate Support** – ITC will help you enhance the online format of your course
- Minimal Support** – You may contact the ITC with basic questions and assistance
- No ITC Support** – You will use your own or publisher developed multimedia materials and software without ITC assistance

LEVEL OF COURSE:

- Level 1:** primarily texts, links, images, discussion boards, tests and quizzes.
- Level 2:** texts, links, images, discussion boards, multiple assignment types, multimedia such as audio and video.

Canvas Support:

A Canvas shell will be automatically created for your course. Your course will reside on the Canvas server. If you have little or no experience with Canvas you should plan on taking a workshop to become comfortable with the course management system. ***Once your course is online, you will be expected to manage and maintain it with minimal assistance from the College's ITC.*** Information on Canvas workshops is available at https://workshops.uncg.edu/workshops-by-category.jsp?cat_id=77002773

- I have used Canvas
- I have little or no experience with Canvas
- I have either completed or am scheduled to take Canvas workshops

Assessment Center Support:

- I plan to use the Canvas Grade Center for testing and assessment purposes, and understand that I am expected to take appropriate training from the ITC.
- I do not plan to utilize the Canvas Grade Center.

Other comments by faculty member:

Signature: Faculty Member

Date

Routing: Please submit one copy of this Form to your department head and to Associate Dean's office (100 Foust). Please submit your course syllabus with this Form. The form will be copied to the ITC who is assigned to work with you on the project.