# Web Course Development Proposal

## Developer Information

Developer: \_\_\_\_\_\_\_\_\_\_\_\_\_- Title: Faculty Division: \_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Information

Course ID: Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Credit Hours: \_\_\_\_\_ Teaching Load Credits: \_\_\_

Select One: Revision - \_\_\_ or New Course -\_\_\_

If this is a **course revision**, please provide a description of changes being made and approximate percentage of content being newly developed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If this is a **new online course**, please provide an approximate percentage of content that will be personally developed (not publisher provided). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If this class is being imported from an on ground D2L shell that has been in use please estimate how much development will be specifically for the online class. NA

Is this course to be offered fully online? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, what percentage of the course is online? \_\_\_\_\_\_\_\_\_\_   
What is the justification for developing the **hybrid course**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What semester do you request to develop the course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you develop the course during the above semester, what semester do you plan to initially offer the course: \_\_\_\_\_\_\_\_\_\_\_\_\_

Is the course already in the catalog? \_\_\_\_ Is the course offered in TN eCampus? \_\_\_\_

List prerequisite(s) for the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are the prerequisites available as online courses? Yes\_\_\_\_\_ No\_\_\_\_\_

Syllabus is attached to this form: Yes\_\_\_\_ No\_\_\_\_- If no, why not? Currently under revision.

Specify Textbook & Publisher: Customized Textbook from Publisher.

For which degree program is this course proposed?

Is this course a requirement for the degree? Yes\_\_\_\_\_ No\_\_\_\_\_

## Required Resources and Support

What additional software or hardware will be required to develop this course? D2L shell

What testing center resources will you need for this course? Proctored Tests: Yes\_\_\_\_ No\_\_\_\_

## Course Development

Are you requesting a mentor? Yes\_\_\_ No\_\_\_   
If yes, consult with your department head for a volunteer and provide the mentor’s name:\_\_\_\_\_\_\_\_\_\_\_.

What training will you need? (Please select all that apply)

\_\_\_\_No training needed.  
\_\_\_\_Course Development Training face-to-face  
\_\_\_\_Additional Course Development help after initial session  
\_\_\_\_Support via Phone or Web Conferencing

Will you be requesting help with video or multimedia development? Yes\_\_\_ No\_\_\_\_ If yes, please describe need.

ADDENDUMS (If possible, please attach the following documents to this proposal form.)

\_\_\_\_Course Syllabus, if available

\_\_\_\_Course Catalog course page with description, prerequisites, credit hours, etc.

*Next step: Have your Dean sign and return form to the Director of Online Learning.*

**SIGNATURE APPROVALS**

Course Proposed:

Semesters this course will be offered: Fall\_\_\_\_\_ | Spring\_\_\_\_\_ | Summer\_\_\_\_\_

Enrollment data for the past year: Fall\_\_\_\_\_\_\_ Spring\_\_\_\_\_\_\_ Summer\_\_\_\_\_\_\_ New Course\_\_\_\_

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Online Learning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Academic Affairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_