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| ***Please submit completed form to:***  Jeffrey Aulgur, Dean, College of eTech  OLC Building - 715 N. El Paso Ave., or jaulgur@atu.edu | | | | |
| **Course Developer Information** | | | | |
| **Name of Developer** |  | | | |
| **E-mail Address** |  | **Department** |  | |
| **Office Phone** |  | **Department Chair** |  | |
| **Course Information** | | | | |
| **Course ID**  **(ex. ENGL 1023)** |  | | | |
| **Course Title**  **(as listed in Banner)** |  | | | |
| **Credit Type** | Graduate  Undergraduate  Both | | | |
| **Textbook Title**  **Author**  **Edition, Date**  **Publisher**  **ISBN** |  | | | |
| **Software Required for Student Purchase** |  | | | |
| **Yes**  **No** | Have you previously taught this course? | | | |
| **Yes**  **No** | Is the course currently offered online? | | | |
| **Yes**  **No** | Have you previously taught this course online? | | | |
| **Rationale for eTech Development** |  | | | |
| **Approvals, Notifications, and Understandings** | | | | |
| **Yes**  **No** | I understand this proposal is not complete until approved and signed below by myself, my Department Chair, and my Academic Dean. | | | |
| **Yes**  **No** | I understand that I must sign the Online Course Development Agreement (available from the Assistant Vice President for Academic Affairs) prior to course development. | | | |
| **Yes**  **No** | I understand that I am responsible for obtaining desk copies of textbook(s) and related material. | | | |
| **Yes**  **No** | I understand that I must complete the development of this course before the end of the contractual period or face a penalty reducing or eliminating the compensation amount. | | | |
| **Yes**  **No** | I understand that online courses require more than a transfer of lecture notes and PowerPoint presentations. Course materials and delivery may vary from methods used in face-to-face classes. | | | |
| **Yes**  **No** | I understand that I am required to attend workshops and consult with the Instructional Designer on a regular basis throughout the design and development process. | | | |
| **Course Developer** | | | | **Date** |
| **Department Chair** | | | | **Date** |
| **Academic Dean** | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** |