|  |
| --- |
| ***Please submit completed form to:***Jeffrey Aulgur, Dean, College of eTechOLC 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** |