WSU Online/Independent Study Course First Approval Form

Introduction: In order to offer a course for the first time through WSU Online, or to offer a new section of an online course with a different instructor, the following form must be completed and approved by the appropriate department chair and college dean, and forwarded to the appropriate Continuing Education Liaison. Note that during or immediately following the first offering of the course, a peer-review team composed of experienced WSU Online faculty and Continuing Education staff will review the course for consistency with WSU Online Standards of Good Practice. The department offering the course will evaluate the course’s content and effectiveness in ways that are comparable to the evaluation of face-to-face (in-class) course offerings. WSU Online course offerings reflect on the quality of the department, the college, and the university in the same way that in-class courses do, and as such, online courses are expected to hold to the same high standards as traditional courses. Online courses failing to meet appropriate standards may be withdrawn from the course offerings by the host department or the college dean. Prior to completing this form the instructor is expected to have read and fully understand the documents, WSU Online Standards of Good Practice and WSU Online Faculty Participation Guidelines (http://wsuonline.weber.edu/faculty/standards.htm).

Course Name: _____________________________________________________________________

Course Number: ___________________________ Credit Hours: ___________________________

Course Instructors(s): ________________________________________________________________

Will this course have a required in-class (face-to-face) component? ____ Yes ____ No

If Yes, approximately what percentage of the course instruction will be online? ____________

What is the proposed enrollment limit for this course section? ________________

(Note: In setting enrollment limits, it is important to consider the pedagogical and course management impact. You should also review the supplemental pay policy specified in PPM 3-50.II.C.)

When will this course section be initially offered? Semester ______________  Year ______________

Training Required: Please indicate the level of WebCT Vista training you have already had, or will require in order to offer this course. (Note that to develop a course, rather than teach an online course that is already developed, you are required to complete both the teaching and designer training modules.)

I have completed these components: I will require these components:

Mo.  Yr.

_________  Teaching Training  _________  Teaching Training

_________  Designer Training  _________  Designer Training

To schedule and register for training please log into the Training Tracker through the faculty staff portal https://portal.weber.edu/portal/.

Course Catalog Description:
After this form has been completed, and all required signatures have been obtained, please forward the form to your Continuing Education college liaison at MC 4010.

APPROVALS:

Instructor: I have reviewed and will abide by the WSU Online Standards of Good Practice and the WSU Online Faculty Participation Guidelines, and I am committed to having the course ready for students during the semester indicated on page one of this application and developed at the level indicated.

Course Instructor: ___________________________ Date: ________________
Comments:

Department Chair: I have reviewed the details of the proposed online offering of this course section and give my approval to have it offered during the semester indicated on the cover page of this application. I further support the level of training required, as indicated.

The enrollment limit for the initial offering of this course section will be ______________.
(In setting the enrollment limit, supplemental pay limits have been considered as applicable, in accordance with PPM 3-50.II.C.)

Department Chair: ___________________________ Date: ________________
Comments:

College Dean: I approve of the instructor(s) developing and offering the proposed course section through WSU Online as described above. I further support the level of training required, as indicated.

College Dean: ___________________________ Date: ________________
Comments:

Continuing Education College Liaison: I approve of the instructor(s) developing and offering the proposed course section through WSU Online as described above. I have adequate resources to fund this course if it is approved for delivery.

Continuing Education College Liaison: ___________________________ Date ______________
Comments:

After all signatures are in place, please contact JoEllen Jonsson, Phone 626-6179, e-mail jonsson@weber.edu, to schedule your training. Revision: November 9, 2006