

UH-Clear Lake - Web –Supported Course Approval Form

Purpose

This document serves as a request for all **new Web-Supported courses** or **faculty new to online instruction**. This form is to be filled out and approved by the school **1 month before faculty expected access to a new Web-supported course**.

We encourage faculty, new to our course management system, to participate in a 1 – 2 hour workshop covering the following tools; Syllabus, Discussions and E-mail, Chat, Assignments/Drop Box and Grade book. If interested in other tools, please complete the fully Online/Hybrid course approval form. Training should be completed the semester before the course is offered, but requests can be accommodated within one month.

Contact Information

Specify the principal contact person responsible for course content.

- | | | | | | |
|--|---|------------------|---------|-----|-----|
| 1. Instructor's Name: | | | | | |
| 2. Instructor's Position (Circle one): | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Fulltime Faculty</td> <td style="width: 50%; text-align: center;">Adjunct</td> </tr> </table> | Fulltime Faculty | Adjunct | | |
| Fulltime Faculty | Adjunct | | | | |
| 3. Phone number: | | | | | |
| 4. E-mail: | | | | | |
| 5. School (Circle one): | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">BUS*</td> <td style="width: 25%; text-align: center;">HSH</td> <td style="width: 25%; text-align: center;">SCE</td> <td style="width: 25%; text-align: center;">SOE</td> </tr> </table> | BUS* | HSH | SCE | SOE |
| BUS* | HSH | SCE | SOE | | |
| 6. *BUS requires Faculty Chair Signature | | | | | |

Course Information

- | | | | | | | | |
|--|---|--------|--|------------|--|--------|--|
| 5. Course Title | | | | | | | |
| 6. Catalog Number and Section(s) (e.g. ACCT5131.02) | | | | | | | |
| 7. Class Number (i.e. 5 digit Number) | | | | | | | |
| 8. Expected Delivery Semester (Circle one) | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Fall</td> <td style="width: 33%; text-align: center;">Spring</td> <td style="width: 33%; text-align: center;">Summer</td> </tr> </table> | Fall | Spring | Summer | | | |
| Fall | Spring | Summer | | | | | |
| 9. Expected Delivery Year | | | | | | | |
| 10. Course Type (Circle one) | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Core</td> <td style="width: 50%; text-align: center;">Elective</td> </tr> </table> | Core | Elective | | | | |
| Core | Elective | | | | | | |
| 11. Program/Degree | | | | | | | |
| 12. If you are teaching more than one section, do you want all sections loaded into one shell? (Circle one) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 90%;">No. Explain how you want your sections combined.</td> </tr> </table> | Yes | No. Explain how you want your sections combined. | | | | |
| Yes | No. Explain how you want your sections combined. | | | | | | |
| 13. Are you are using content from another instructor? (Circle one) If you answer yes, please note the catalog number and owner's name and attach the written approval from the instructor to this form. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Yes</td> <td style="width: 30%; text-align: center;">No</td> </tr> <tr> <td style="border-top: none;">Catalog #:</td> <td style="border-top: none;"></td> </tr> <tr> <td style="border-top: none;">Owner:</td> <td style="border-top: none;"></td> </tr> </table> | Yes | No | Catalog #: | | Owner: | |
| Yes | No | | | | | | |
| Catalog #: | | | | | | | |
| Owner: | | | | | | | |

Signatures

The following signatures are required.

Instructor's Name	Signature	Date
Dean's Name or Dean's Designee	Signature	Date
Dir, Online Program Development	Signature	Date
Dir, Web and Multimedia Services	Signature	Date

Office Use Only	Create shell:	Reset course:	Zzstudent:	CW Entry:
-----------------	---------------	---------------	------------	-----------