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**eCampus Online Course Support Request Form**

Faculty Member Name: Type your response here Department: Type your response here

Course Number: Type your response here Course Title: Type your response here

Have you taught this course as a DL or WW course previously?   
(e.g., Yes/No/Unsure) Type your response here   
  
If taught previously as DL or WW, in what semester was it last offered?   
(e.g., Spring 2020, Fall 2020) Type your response here

NetID: Type your response here

Semester course will first be offered online (e.g. Summer 2021): Type your response here

1. Please explain your reasons for undertaking this project.

Type your response here. The form will expand as you hit “enter”.

2. Please share experiences you feel have prepared you to design, develop, and teach an online course. Include experience with online courses, instructional design, curriculum development, teaching with technology, and other relevant career or personal experiences.

Type your response here. The form will expand as you hit “enter”.

3. Please state your understanding of the level of commitment necessary for completing the project. We recommend you read the overview of [eCampus’ course design and development process](https://ecampus.uconn.edu/course-development/) and contact colleagues and peers who have worked with eCampus in the past. Consulting with eCampus staff is also encouraged.

Type your response here. The form will expand as you hit “enter”.

4. In order to prioritize eCampus course support, please describe how creating an online version of this course will meet specific departmental and/or institutional areas of need. Specifically, to what extent will this project address the needs outlined below:

* an online version of a course that is transferred in from other institutions at an unusually high rate
* an online version of current or future high enrollment, high demand General Education courses bearing one or more of the following designations: Lab, EL, CA3, CA4, W, Q, and/or Foreign Language.
* an online upper level General Education course
* a course that enables students to complete degree requirements in a more timely manner
* a course with clear potential for multi-year delivery and long term sustainability
* a course that must be delivered online to meet specific University initiatives or populations

**Provide specific details and data supporting each of the criteria your course will meet including but not limited to regional campuses, departments or programs and their needs, proof of high demand/high enrollment status, or enrollment figures from prior semesters. If you are unsure of these details, please consult with deans, department heads, enrollment staff, regional campus personnel, the Office of Summer Programs, the Registrar’s office, and others to determine if your course will meet specific enrollment and/or programmatic needs.**

Type your response here. The form will expand as you hit “enter”.

5. Upon completion of the course design process, courses at the University typically have between four to eight broad, measurable academic outcomes (goals/objectives) that describe what students will be able to do as a result of completing the course. Please list your course level goals/objectives.

Type your response here. The form will expand as you hit “enter”.

6. Please describe how you plan to assess student learning in the online version of your course taking into account the limitations and benefits of the online environment. Discussion of formative and summative assessment methods is encouraged.

Type your response here. The form will expand as you hit “enter”.

7. Please describe how you plan to adjust your teaching methods to account for the unique nature of online learning.

Type your response here. The form will expand as you hit “enter”.

**Approval:** Faculty members whose course support requests are approved and who complete the course design and development process will be paid $7500. The compensation will be awarded at the end of the course design and development process based on participation in an [online faculty development short course](https://ecampus.uconn.edu/eol/), completion of the instructional design process, a faculty self-review of the course using *Quality Matters* standards, and a determination by eCampus staff that all Quality Matters 3 point standards are met.

PLEASE NOTE: Course support requests that show a clearly defined strategic necessity for online delivery in order to meet areas of need will be given priority over proposals lacking this evidence. All proposals will be considered and final decisions of support will be based on the meeting of listed criteria and the availability of eCampus resources.

Prior to submission, faculty are encouraged to:

Read the Online [Course Development and Intellectual Property Agreement](https://ecampus.uconn.edu/wp-content/uploads/sites/2442/2020/03/AppxC_Online_Course_Dev_and_IP.pdf)

Complete the [Department Approval form](https://ecampus.uconn.edu/wp-content/uploads/sites/2442/2019/11/eCampusDeptApproval2021.docx)

Consult with an eCampus staff member regarding any questions

Review the [course process design and development process](https://ecampus.uconn.edu/course-development/)

**Submission Options:**

- Email this form along with a scanned, signed Department Approval form to [ecampus@uconn.edu](mailto:ecampus@uconn.edu)

- Print this form and a signed Department Approval form and send through campus mail to *eCampus, U-4001*

- Fax this form along with a scanned, signed Department Approval form to 860-486-1766

Please direct correspondence and questions to:

Desmond McCaffrey, Director of UConn Online

860-486-3121

[desmond.mccaffrey@uconn.edu](mailto:desmond.mccaffrey@uconn.edu)