

**Washburn University Distance Education/Online Course
Development and Support Request**

Course No. and Title _____
Credit Hours _____ Date of Proposal _____
Instructor(s) _____ E-mail _____ Office Phone _____
_____ E-mail _____ Office Phone _____

Have you ever taught an online course before? Yes No

Have you ever received WU funding to develop an online course? Yes No

Is this an existing course? Yes (WU catalog year & page # _____) No

Is this a required course? Yes (Which program _____) No

Is this a Gen Ed course? Yes No

Development Semester _____

First Delivery Semester _____

I. Basic course information:

Brief description

Course objectives

Basic requirements

What materials/resources will you provide for your students and in what forms?

(Example: Purchase of pre-existing resources, conversion of traditional supplemental resources to distance education format, modification or creation of new resources, identification and organization of Web-available resources for student use.)

How will you use distance education resources to provide instruction? (Example: Interactive telecasts, WebCT resources such as discussion boards, private e-mail, chat, quizzes, etc.).

Student assessment/evaluation methods (How will students be assessed, using what forms of distance education and other resources? Ex: On-site exams, e-mail exchanges, discussion board, on-line WebCT quizzes, etc.).

Describe the utilization of any Washburn Library resources needed for the course.

Washburn University uses the same definition of distance education as contained in Appendix F of the Kansas Board of Regents Policy Manual. Hence, "distance education" courses are those in which faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system (i.e., 10 or more hours of instruction per credit hour are delivered via audio or videotape, live interactive video, CD-ROM, the Internet or World Wide Web, etc.).

Pursuant to the proposed Washburn University Intellectual Property Policy, web tools, web courses or other electronic media which are created as a result of University resources over and above those usually and customarily provided but not claimed by Washburn University shall be owned by the creators. However, Washburn University shall, at a minimum, retain a license to use the materials created for such works as may be necessary or convenient to the normal discharge of administrative, teaching or research responsibilities on a non-exclusive, royalty-free basis.

The University shall claim ownership of web tools, web courses, and other electronic media to the extent that they are:

1. created with grant or contract support in which the terms of the grant or contract require ownership by the University;
2. commissioned in writing by the University;
3. created as a specific requirement of employment or an assigned University duty; or
4. patentable and the University elects to claim patent rights therein as provided in the Intellectual Property Policy.

Does the development and support of the proposed course comply with any of the four conditions stated above? ____ Yes ____ No If yes, which condition(s)? _____

Instructor #1 Signature and Date

Instructor #2 Signature and Date

Department Chair's Signature and Date

Dean's Signature and Date
Indicates that this is an approved course or a special topics course, which is subject to the same limitations as all special topics courses.

Submit this completed form to Tim Peterson, Division of Continuing Education, Benton 408.