FLORIDA A&M UNIVERSITY
ONLINE / HYBRID COURSE REQUEST ROUTING FORM

Date: _____

☐ The Course will be developed by an external partner. Name of the partner:

Department Submitting Request: _____

Type of Request: (Please select all that apply)

    ☐ HB - Hybrid Course (50-79% Online)

    ☐ PD - Primarily Distance Learning Course (80-99% Online)

    ☐ AD - Fully Distance Learning Course (100% Online)

Title _____

Prefix & Number _____

Submitted by: _____   _____
         Chairperson / Division Director (Print Name)   Phone:

    _____ Date: _____
    Chairperson / Division Director Signature

Approved by: _____ Date: _____
    Academic Unit Curriculum Committee Signature (if applicable)

    _____ Date: _____
    Dean, Academic Unit Signature

    _____ Date: _____
    Dean, FAMU Online Signature

    _____ Date: _____
    Chair, University Committee Signature

    _____ Date: _____
    President, Faculty Senate Signature

    _____ Date: _____
    Provost or Designee Signature

ONLINE / HYBRID INSTRUCTION APPROVAL FORM

Course Information

College or School: _____

Department: _____

Title: _____

Prefix and Number: _____   Credit Hours: _____

Effective Term/Year: _____

Delivery Method (please select all that apply):

The percentage of the direct instruction of the course if delivered by using some form of technology when the student and instructor are separated by time, space, or both.

[ ] HB - Hybrid: 50 • 79%   [ ] PD - Primarily Distance Learning: 80 • 99%   [ ] AD - Fully Distance Learning: 100%

Is this course also taught by traditional face-to-face instruction?

[ ] Yes   [ ] No

Mode of Instruction (Please select all that apply):

[ ] Synchronous • Face-to-face. Requires students to participate at the same time at a centralized location.
[ ] Synchronous. Requires students to participate at the same time from anywhere.
[ ] Asynchronous. Requires students to participate at any time.

Satellite Campus:

[ ] Yes   [ ] No

If yes, please choose your location(s):

[ ]   Agricultural and Environmental Research Station, Brooksville
[ ]   Center for Viticulture and Small Fruit Research, Tallahassee
[ ]   College of Law, Orlando
[ ]   College of Pharmacy, Crestview
[ ]   College of Pharmacy, Jacksonville
[ ]   College of Pharmacy, Miami
[ ]   College of Pharmacy, Tampa
[ ]   Research & Development Center, Quincy
[ ]   Other: _____

SYLLABUS DESIGN CHECKLIST

Course Prefix & Number

Course Title

This syllabus has been checked to confirm the following:

Accessibility and Usability	
☐	Syllabus checked to ensure electronic document is accessible.
☐	Syllabus layout facilitates ease of readability.
Assessment and Measurement	
☐	Syllabus contains the course grading policy.
☐	Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy
Description and Overview	
☐	Syllabus contains a description and overview of the course.
☐	Communication expectations for online discussions, email, and other forms of interaction are clearly stated.
☐	Expectation for pre-requisite knowledge in the discipline and/or any required competencies are clearly stated.
☐	Institutional policies with which the learner is expected to comply are clearly stated within the syllabus.
Instructional Materials	
☐	Instructional materials to be used in the course is clearly stated.
Learning Objectives (Competencies)	
☐	Syllabus contains the course learning objectives, or course/program competencies, and describe outcomes that are measurable.
Learner Support	
☐	The syllabus provide instructions or URL to a clear description of the technical support offered and how to obtain it.
☐	Syllabus articulate or contains a link to the institution's accessibility policies and services.
Required Technology	
☐	Minimum technology requirements are clearly stated.

Signature – Instructional Designer   Date