

FLORIDA A&M UNIVERSITY

ONLINE / HYBRID COURSE REQUEST ROUTING FORM

THE COMPLETE PACKAGE:
Online/Hybrid Course Request Routing Form, Online/Hybrid Instruction Approval Form, Syllabus Design Checklist
and Course Syllabus (in Microsoft word format) should be forwarded to
OCAP@FAMU.EDU

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

Signature - Instructional Designer

Date