

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

*[The completed Routing form, Online/Hybrid Instruction Approval Form, and accompanying course online/hybrid syllabus should be forwarded to the chair of the University Curriculum Committee.]*

Date: \_\_\_\_\_

**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:

<b>Accessibility and Usability</b>	
<input type="checkbox"/>	Syllabus checked to ensure electronic document is accessible.
<input type="checkbox"/>	Syllabus layout facilitates ease of readability.
<b>Assessment and Measurement</b>	
<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
<b>Description and Overview</b>	
<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.
<b>Instructional Materials</b>	
<input type="checkbox"/>	Instructional materials to be used in the course is clearly stated.
<b>Learning Objectives (Competencies)</b>	
<input type="checkbox"/>	Syllabus contains the course learning objectives, or course/program competencies, and describe outcomes that are measurable.
<b>Learner Support</b>	
<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.
<b>Required Technology</b>	
<input type="checkbox"/>	Minimum technology requirements are clearly stated.

\_\_\_\_\_  
Signature – Instructional Designer

\_\_\_\_\_  
Date